



Lynchburg City School Board

Robert O. Brennan
School Board District 1

Sharon Y. Carter
School Board District 2

James E. Coleman, Jr.
School Board District 3

Charleta F. Mason
School Board District 2

Susan D. Morrison
School Board District 1

Michael J. Nilles
School Board District 3

Derek L. Polley
School Board District 1

Katie K. Snyder
School Board District 3

Kimberly A. Sinha
School Board District 2

School Administration

Larry A. Massie
Acting Superintendent

John C. McClain
Assistant Superintendent of
Student Learning and Success

Ben W. Copeland
Assistant Superintendent of
Operations and Administration

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING

August 1, 2017 5:00 p.m.

**School Administration Building
Board Room**

A. CLOSED MEETING

- 1. Notice of Closed Meeting
Larry A. Massie. Page 1
Discussion/Action
- 2. Certification of Closed Meeting
Larry A. Massie. Page 2
Discussion/Action

B. PUBLIC COMMENTS

- 1. Public Comments
Michael J. Nilles. Page 3
Discussion/Action (30 Minutes)

C. FINANCE REPORT

- 1. Finance Report
Anthony E. Beckles, Sr. Page 4
Discussion

D. CONSENT AGENDA

- 1. School Board Meeting Minutes: July 11, 2017 (Reorganizational Meeting)
July 11, 2017 (Work Session)
July 25, 2017 (Closed Meeting)
- 2. Personnel Report
Marie F. Gee. Page 12
Discussion/Action
- 3. Central Virginia Governor’s School for Science and Technology: 2016-17 Budget
Anthony E. Beckles, Sr. Page 15
Discussion/Action

4. XLR8 Governor's STEM Academy: 2016-17 Budget
Anthony E. Beckles, Sr. Page 21
Discussion/Action
5. LAUREL Regional School: 2016-17 Budget
Anthony E. Beckles, Sr. Page 30
Discussion/Action
6. Pauline F. Maloney STEP with Links
Program: 2016-17 Budget
Anthony E. Beckles, Sr. Page 44
Discussion/Action

E. SCHOOL BOARD COMMITTEE REPORTS

F. UNFINISHED BUSINESS

1. Election of Vice Chairman: 2017-18
Michael J. Nilles. Page 55
Discussion/Action
2. Policy IICB-R/IICC-R Guidelines for Community Resource
Persons/School Volunteers
Larry A. Massie. Page 56
Discussion
3. Lynchburg Beacon of Hope: Agreement
John C. McClain. Page 60
Discussion/Action
4. Lynchburg City School Board Personnel Policies
and Regulations
Ben W. Copeland. Page 68
Discussion/Action
5. School Board Governance Norms and Protocols
Michael J. Nilles. Page 69
Discussion/Action

G. NEW BUSINESS

1. School Board Finance Committee
Michael J. Nilles. Page 74
Discussion/Action
2. Regulation JFC-R Standards of Student Conduct
John C. McClain. Page 77
Discussion

H. SUPERINTENDENT'S COMMENTS

I. BOARD COMMENTS

J. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, August 15, 2017, 5:30 p.m.
Board Room, School Administration Building

K. ADJOURNMENT

Agenda Report

Date: 08/01/17

Agenda Number: A-1

Attachments: No

From: Larry A. Massie, Acting Superintendent

Subject: Notice of Closed Meeting

Summary/Description:

Pursuant to the Code of Virginia §2.2-3711 (A) (1) (6), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Consideration of the Investment
of Public Funds

Personnel Matters

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The acting superintendent recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (1) (6) discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected and to discuss personnel matters.

Agenda Report

Date: 08/01/17

Agenda Number: A-2

Attachments: No

From: Larry A. Massie, Acting Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

The Lynchburg City School Board certifies that, in the closed meeting just concluded, nothing was discussed except the matters specifically identified in the motion to convene in a closed meeting and lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The acting superintendent recommends that the school board approve the Certification of Closed Meeting in accordance with the Code of Virginia §2.2-3712(D).

Agenda Report

Date: 08/01/17

Agenda Number: B-1

Attachments: No

From: School Board Chairman

Subject: Public Comments

Summary/Description:

In accordance with Policy BDDH Public Participation, the school board welcomes requests and comments as established in the guidelines within that policy. Individuals who wish to speak before the school board shall have an opportunity to do so at this time.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The school board chairman recommends that the school board receive this agenda report as an informational item.

Agenda Report

Date: 08/01/17

Agenda Number: C-1

Attachments: Yes

From: Larry A. Massie, Acting Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Finance Report

Summary/Description:

The school administration, in accordance with the FY2016-17 school operating budget, authorized, approved, and processed the necessary payments through June 30, 2017. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through June 30, 2017 for the operating fund.

Total Operating Fund Budget	\$ 93,056,175.00
Prior Year Encumbrances	\$ 121,556.00
Restricted Donations	\$ 1,000.00
Fund Balance Return	\$ 567,779.00
Insurance Proceeds	\$ 49,441.99
Health Insurance Reserve	\$ 1,300,000.00
Regional Tuition	\$ 190,000.00
Medicaid	\$ 330,000.00
Registrations fees for VSBA	\$ 1,566.00
Adjusted Budget	\$ 95,617,517.99

Through June 30, 2017

Actual Revenue Received	\$ 95,569,706.91
Actual Expenditures	\$ 92,333,658.83
Actual Encumbered	\$ 1,297,469.58

Percent of Budget Received	99.95%
Percent of Budget Used, excluding encumbrances	97.92%

As of 6/30/17 – 12 months 100.00%

Agenda Report

Date: 08/01/17

Agenda Number: C-1

Attachments: Yes

The revenue and expenditure reports detail the transactions recorded through June 30, 2017. All reports appear as attachments to the agenda report.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The acting superintendent recommends that the school board receive the agenda report as an informational item.

Lynchburg City Schools
 Operating Fund - Statement of Revenue Preliminary
 For the Month Ending
 June 30, 2017

ACCOUNT TITLE	FY 2015-16				FY 2016-17			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(10,248,262.00)	(10,253,346.80)	5,084.80	100.05%	(10,837,193.00)	(10,590,644.26)	(246,548.74)	97.72%
240202 BASIC SCHOOL AID	(22,130,823.00)	(21,130,913.40)	(999,909.60)	95.48%	(21,878,492.00)	(21,971,533.00)	93,041.00	100.43%
240207 GIFTED & TALENTED	(246,845.00)	(218,590.60)	(28,254.40)	88.55%	(246,173.00)	(245,546.00)	(627.00)	99.75%
240208 REMEDIAL EDUCATION	(1,323,508.00)	(1,275,566.00)	(47,942.00)	96.38%	(1,492,427.00)	(1,488,621.00)	(3,806.00)	99.74%
240208 REMEDIAL EDUCATION	(105,619.00)	(130,650.00)	25,031.00	123.70%	(161,164.00)	(189,112.22)	27,948.22	117.34%
SUPL LOTTERY PER PUPIL ALLOCATIO	0.00	0.00	0.00	0.00%	(268,842.00)	(243,796.78)	(25,045.22)	90.68%
COMPENSATION SUPPLEMENT	(399,315.00)	(384,793.00)	(14,522.00)	0.00%	(360,828.00)	0.00	(360,828.00)	0.00%
240212 SPECIAL ED SOQ	(2,862,348.00)	(4,247,286.00)	1,384,938.00	148.38%	(2,841,252.00)	(2,834,007.00)	(7,245.00)	99.75%
240217 VOCATIONAL ED SOQ	(231,089.00)	(222,718.00)	(8,371.00)	96.38%	(405,161.00)	(404,127.00)	(1,034.00)	99.74%
240221 SOC SEC-INSTR	(1,439,052.00)	(1,386,925.00)	(52,127.00)	96.38%	(1,461,655.00)	(1,457,928.00)	(3,727.00)	99.75%
240223 VRS INSTRUCTIONAL	(2,846,592.00)	(2,743,479.00)	(103,113.00)	96.38%	(3,015,625.00)	(3,007,936.00)	(7,689.00)	99.75%
240241 GROUP LIFE INST	(89,284.00)	(86,050.00)	(3,234.00)	96.38%	(97,444.00)	(97,195.00)	(249.00)	99.74%
240228 READING INTERVENTN	(188,365.00)	(180,349.00)	(8,016.00)	95.74%	(185,114.00)	(178,389.82)	(6,724.18)	96.37%
240205 CAT-REG FOSTER	(132,031.00)	(81,045.00)	(50,986.00)	61.38%	(74,203.00)	(178,329.90)	104,126.90	240.33%
240246 CAT-HOMEBOUND	(102,053.00)	(104,828.10)	2,775.10	102.72%	(107,771.00)	(108,062.68)	291.68	100.27%
240248 REGIONAL TUITION	(739,236.00)	(851,346.99)	112,110.99	115.17%	(1,004,113.00)	(1,004,586.03)	473.03	100.05%
240265 AT RISK SOQ	(1,474,228.00)	(1,420,874.00)	(53,354.00)	96.38%	(1,502,539.00)	(1,498,543.00)	(3,996.00)	99.73%
240309 ESL	(148,706.00)	(138,897.00)	(9,809.00)	93.40%	(156,955.00)	(149,127.00)	(7,828.00)	95.01%
240281 AT RISK 4 YR OLDS	(1,221,024.00)	(1,092,096.00)	(128,928.00)	89.44%	(944,193.00)	(936,390.00)	(7,803.00)	99.17%
240252 CTE EQUIPMENT	0.00	(12,988.08)	12,988.08	100.00%	0.00	(23,334.15)	23,334.15	0.00%
240253 CTE OCC PREP	(48,230.00)	(44,907.00)	(3,323.00)	93.11%	(52,654.00)	(35,205.00)	(17,449.00)	66.86%
MATH/READING INSTR SPECIALISTS	(40,624.00)	(40,624.00)	0.00	100.00%	(42,665.00)	0.00	(42,665.00)	0.00%
EARLY READING SPECIALISTS INITIATIVE	(38,807.00)	(38,807.00)	0.00	0.00%	(41,476.00)	(40,811.73)	(664.27)	98.40%
240275 PRIMARY CLASS SIZE	(1,705,555.00)	(1,634,375.00)	(71,180.00)	95.83%	(1,956,675.00)	(1,899,533.00)	(57,142.00)	97.08%
240214 TEXTBOOKS	(505,349.00)	(487,044.00)	(18,305.00)	96.38%	(563,019.00)	(580,492.45)	17,473.45	103.10%
240405 ALGEBRA READINESS	(137,583.00)	(135,579.00)	(2,004.00)	98.54%	(141,003.00)	(145,275.00)	4,272.00	103.03%
PROJECT GRADUATION	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
COMMONWEALTH OF VA	(48,404,528.00)	(48,344,077.97)	(60,450.03)	99.88%	(49,838,636.00)	(49,308,526.02)	(530,109.98)	98.94%
330212 IMPACT AIDPL81-874	(6,000.00)	(8,942.41)	2,942.41	149.04%	(8,000.00)	(12,070.02)	4,070.02	150.88%
180303 MEDICAID REIMBURSE	(300,000.00)	(251,741.09)	(48,258.91)	83.91%	(680,000.00)	(699,225.73)	19,225.73	102.83%
JR ROTC	(120,000.00)	(103,965.90)	(16,034.10)	86.64%	(105,000.00)	(126,079.57)	21,079.57	120.08%
FEDERAL	(426,000.00)	(364,649.40)	(61,350.60)	85.60%	(793,000.00)	(837,375.32)	44,375.32	105.60%

Lynchburg City Schools
 Operating Fund - Statement of Revenue Preliminary
 For the Month Ending
 June 30, 2017

	FY 2015-16 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	FY 2016-17 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(40,114,276.00)	(40,114,276.00)	0.00	100.00%	(40,854,039.00)	(40,854,039.00)	0.00	100.00%
510500 FUND BALANCE RETURN	(2,316,449.00)	(2,316,449.00)	0.00	100.00%	(567,779.00)	(567,779.00)	0.00	0.00%
HEALTH INSURANCE RESERVE	(600,000.00)	(600,000.00)	0.00	0.00%	(1,300,000.00)	(1,300,000.00)	0.00	0.00%
510500 USE OF CIP FUNDS	(950,000.00)	(950,000.00)	0.00	0.00%	(500,000.00)	(500,000.00)	0.00	100.00%
CITY	(43,980,725.00)	(43,980,725.00)	0.00	100.00%	(43,221,818.00)	(43,221,818.00)	0.00	100.00%
189912 MISC REV/OTH FUNDS	(100,000.00)	(70,516.45)	(29,483.55)	100.00%	(101,566.00)	(66,033.64)	(35,532.36)	65.02%
180303 REBATES & REFUNDS	(30,000.00)	(21,888.75)	(8,111.25)	72.96%	(20,000.00)	(16,768.83)	(3,231.17)	83.84%
189903 DONATIONS & SP GF	(675.00)	(675.00)	0.00	100.00%	(1,000.00)	(1,400.00)	400.00	100.00%
189909 SALE OTHER EQUIP	(3,000.00)	(15,340.39)	12,340.39	511.35%	(3,000.00)	(9,237.00)	6,237.00	307.90%
189910 INSURANCE ADJUST	(134,105.84)	(134,413.99)	308.15	100.23%	(52,441.99)	(85,581.42)	33,139.43	163.19%
E RATE REIMBURSEMENT	(1,000,146.53)	(937,913.96)	(62,232.57)	93.78%	(115,500.00)	(77,035.24)	(38,464.76)	66.70%
TRANSFER IN/OUT	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
MISCELLANEOUS	(1,267,927.37)	(1,180,748.54)	(87,178.83)	93.12%	(293,507.99)	(256,056.13)	(37,451.86)	87.24%
150201 RENTS	(123,000.00)	(123,000.00)	0.00	100.00%	(123,000.00)	(123,000.00)	0.00	100.00%
161201 TUITION DAY SCHOOL	(110,000.00)	(80,993.89)	(29,006.11)	73.63%	(100,000.00)	(85,936.73)	(14,063.27)	85.94%
161206 TUITION ADULT	(11,000.00)	(20,076.25)	9,076.25	182.51%	(11,000.00)	(15,472.50)	4,472.50	140.66%
161207 TUITION SUMMER SCH	(25,000.00)	(29,556.00)	4,556.00	118.22%	(25,000.00)	(39,815.50)	14,815.50	159.26%
161202 SPEC PUPIL FEES	(40,000.00)	(31,026.03)	(8,973.97)	77.57%	(35,000.00)	(25,770.22)	(9,229.78)	73.63%
161205 BUS RENTAL	(325,000.00)	(420,044.96)	95,044.96	129.24%	(325,000.00)	(486,530.36)	161,530.36	149.70%
190101 TUIT FM OTH CO/CY	(634,620.00)	(556,434.09)	(78,185.91)	87.68%	(400,000.00)	(777,654.02)	377,654.02	194.41%
161201 DUAL ENROLLMENT	(125,000.00)	(155,859.38)	30,859.38	124.69%	(125,000.00)	(143,800.32)	18,800.32	115.04%
PRINT SHOP	(75,000.00)	(93,433.12)	18,433.12	124.58%	(65,000.00)	(64,519.21)	(480.79)	99.26%
SCHOOL NUT UTILITIES	(95,000.00)	(86,218.85)	(8,781.15)	90.76%	(90,000.00)	(85,578.33)	(4,421.67)	95.09%
FACILITY RENTALS	(60,000.00)	(73,490.75)	13,490.75	122.48%	(50,000.00)	(97,854.25)	47,854.25	195.71%
CHARGES FOR SERVICES	(1,623,620.00)	(1,670,133.32)	46,513.32	102.86%	(1,349,000.00)	(1,945,931.44)	596,931.44	144.25%
150101 INTEREST-BNK DPST	(100.00)	0.00	(100.00)	100.00%	0.00	0.00	0.00	0.00%
USE OF MONEY								
DESIGNATION - ENCUMBRANCES	(90,304.40)	0.00	(90,304.40)	0.00%	(121,556.00)	0.00	(121,556.00)	0.00%
TOTAL OPERATING FUND	(95,793,204.77)	(95,540,334.23)	(162,566.14)	99.74%	(95,617,517.99)	(95,569,706.91)	(47,811.08)	99.95%

Original budget	\$90,820,024.00
Prior Year Encumbrance	\$ 90,304.40
Restricted Donation Received	\$ 675.00
School Bus Proceeds from CIP	\$ 950,000.00
Fund Balance Return	\$ 2,316,449.00
Erate	\$ 884,646.53
Health Insurance Reserve	\$ 600,000.00
Insurance Proceeds	\$ 131,105.84
Adjusted Budget	<u>\$95,793,204.77</u>

Original budget	\$ 93,056,175.00
Prior Year Encumbrance	\$ 121,556.00
Restricted Donation Received	\$ 1,000.00
Insurance Proceeds	\$ 49,441.99
Health Insurance Reserve	\$ 1,300,000.00
Regional Tuition	\$ 190,000.00
Medicaid	\$ 330,000.00
Registration fees for VSBA	\$ 1,566.00
Fund Balance Return	\$ 567,779.00

FY2016-2017 REVISED REVENUE BUDGET						
As of June 30, 2017						
	ORIGINAL	REVISED				CHANGE BETWEEN
	REVENUE	REVENUE				ORG & REVISED
	BUDGET	BUDGET	YTD	BUDGET	%	REV BUDGET
	As of 7/1/2016	As of 5/31/17	TRANSACTIONS	BALANCE	RECEIVED	INCREASE
						(DECREASE)
ADM	8,051.20	8,030.67				(20.5)
ACCOUNT TITLE						
COMMONWEALTH OF VA REVENUE						
240308 SALES TAX RECEIPTS	(10,837,193.00)	(10,558,776.00)	(10,590,644.26)	31,868.26	100.30%	(278,417.00)
240202 BASIC SCHOOL AID	(21,878,492.00)	(21,982,452.00)	(21,971,533.00)	(10,919.00)	99.95%	103,960.00
240207 GIFTED & TALENTED	(246,173.00)	(245,546.00)	(245,546.00)	0.00	100.00%	(627.00)
240208 REMEDIAL EDUCATION	(1,492,427.00)	(1,488,621.00)	(1,488,621.00)	0.00	100.00%	(3,806.00)
240208 REMEDIAL EDUCATION	(161,164.00)	(164,036.00)	(189,112.22)	25,076.22	115.29%	2,872.00
SUPPL LOTTERY PER PUPIL ALLOC	(268,842.00)	(268,873.00)	(243,796.78)	(25,076.22)	90.67%	31.00
COMPENSATION SUPPLEMENT	(360,828.00)	0.00	0.00	0.00	0.00%	(360,828.00)
240212 SPECIAL ED SOQ	(2,841,252.00)	(2,834,007.00)	(2,834,007.00)	0.00	100.00%	(7,245.00)
240217 VOCATIONAL ED SOQ	(405,161.00)	(404,127.00)	(404,127.00)	0.00	100.00%	(1,034.00)
240221 SOC SEC-INSTR	(1,461,655.00)	(1,457,928.00)	(1,457,928.00)	0.00	100.00%	(3,727.00)
240223 VRS INSTRUCTIONAL	(3,015,625.00)	(3,007,936.00)	(3,007,936.00)	0.00	100.00%	(7,689.00)
240241 GROUP LIFE INST	(97,444.00)	(97,195.00)	(97,195.00)	0.00	100.00%	(249.00)
240228 READING INTERVENTN	(185,114.00)	(207,993.00)	(178,389.82)	(29,603.18)	85.77%	22,879.00
240205 CAT-REG FOSTER	(74,203.00)	(178,330.00)	(178,329.90)	(0.10)	100.00%	104,127.00
240246 CAT-HOMEBOUND	(107,771.00)	(108,063.00)	(108,062.68)	(0.32)	100.00%	292.00
240248 REGIONAL TUITION	(1,004,113.00)	(938,255.00)	(1,004,586.03)	66,331.03	107.07%	(65,858.00)
240265 AT RISK SOQ	(1,502,539.00)	(1,498,543.00)	(1,498,543.00)	0.00	100.00%	(3,996.00)
240309 ESL	(156,955.00)	(149,127.00)	(149,127.00)	0.00	100.00%	(7,828.00)
240281 AT RISK 4 YR OLDS - VPI	(944,193.00)	(936,390.00)	(936,390.00)	0.00	100.00%	(7,803.00)
240253 CTE EDUCATION	(52,654.00)	(57,895.00)	(35,205.00)	(22,690.00)	60.81%	5,241.00
MATH/READING INSTR SPECIALISTS	(42,665.00)	0.00	0.00	0.00	0.00%	(42,665.00)
EARLY READING SPECIALISTS INITIA	(41,476.00)	(30,117.00)	(40,811.73)	10,694.73	135.51%	(11,359.00)
240275 PRIMARY CLASS SIZE	(1,956,675.00)	(1,899,533.00)	(1,899,533.00)	0.00	100.00%	(57,142.00)
240214 TEXTBOOKS	(563,019.00)	(561,583.00)	(580,492.45)	18,909.45	103.37%	(1,436.00)
240405 ALGEBRA READINESS	(141,003.00)	(145,275.00)	(145,275.00)	0.00	100.00%	4,272.00
PROJECT GRADUATION	0.00	0.00	0.00	0.00	0.00%	0.00
COMMONWEALTH OF VA	(49,838,636.00)	(49,220,601.00)	(49,285,191.87)	64,590.87	100.13%	(618,035.00)
FEDERAL REVENUE						
330212 IMPACT AIDPL81-874	(8,000.00)	(12,000.00)	(12,070.02)	70.02	100.58%	4,000.00
180303 MEDICAID REIMBURSE	(680,000.00)	(700,000.00)	(699,225.73)	(774.27)	99.89%	20,000.00
JR ROTC	(105,000.00)	(127,000.00)	(126,079.57)	(920.43)	99.28%	22,000.00
FEDERAL	(793,000.00)	(839,000.00)	(837,375.32)	(1,624.68)	99.81%	46,000.00
CITY APPROPRIATIONS						
510500 CITY OPER APPR	(40,854,039.00)	(40,854,039.00)	(40,854,039.00)	0.00	100.00%	0.00
510500 FUND BALANCE RETURN	(567,779.00)	(567,779.00)	(567,779.00)	0.00	100.00%	0.00
510500 USE OF RESERVES	(500,000.00)	(500,000.00)	(500,000.00)	0.00	100.00%	0.00
CITY	(41,921,818.00)	(41,921,818.00)	(41,921,818.00)	0.00	100.00%	0.00
MISCELLANEOUS REVENUE						
189912 MISC REV/OTH FUNDS	(101,566.00)	(66,000.00)	(66,033.64)	33.64	100.00%	(35,566.00)
180303 REBATES & REFUNDS	(20,000.00)	(17,000.00)	(16,768.83)	(231.17)	98.64%	(3,000.00)
189903 DONATIONS & SP GF	(1,000.00)	(1,400.00)	(1,400.00)	0.00	0.00%	400.00
189909 SALE OTHER EQUIP	(3,000.00)	(9,000.00)	(9,237.00)	237.00	102.63%	6,000.00
189910 INSURANCE ADJUST	(3,000.00)	(85,000.00)	(85,581.42)	581.42	100.68%	82,000.00
E RATE REIMBURSEMENT	(115,500.00)	(77,000.00)	(77,035.24)	35.24	100.05%	(38,500.00)
TRANSFER IN/OUT	0.00	0.00	0.00	0.00	0.00%	0.00
MISCELLANEOUS	(244,066.00)	(255,400.00)	(256,056.13)	656.13	100.26%	11,334.00

CHARGES FOR SERVICES						
150201 RENTS	(123,000.00)	(123,000.00)	(123,000.00)	0.00	100.00%	0.00
161201 TUITION DAY SCHOOL	(100,000.00)	(86,000.00)	(85,936.73)	(63.27)	99.93%	(14,000.00)
161206 GED TESTING FEES	(11,000.00)	(15,000.00)	(15,472.50)	472.50	103.15%	4,000.00
161207 TUITION SUMMER SCH	(25,000.00)	(40,000.00)	(39,815.50)	(184.50)	99.54%	15,000.00
161202 SPEC PUPIL FEES	(35,000.00)	(26,000.00)	(25,770.22)	(229.78)	99.12%	(9,000.00)
161205 BUS RENTAL	(325,000.00)	(487,000.00)	(486,530.36)	(469.64)	99.90%	162,000.00
190101 TUIT FM OTH CO/CY	(400,000.00)	(778,000.00)	(777,654.02)	(345.98)	99.96%	378,000.00
161201 DUAL ENROLLMENT	(125,000.00)	(285,000.00)	(143,800.32)	(141,199.68)	50.46%	160,000.00
PRINT SHOP	(65,000.00)	(65,000.00)	(64,519.21)	(480.79)	99.26%	0.00
SCHOOL NUT UTILITIES	(90,000.00)	(86,000.00)	(85,578.33)	(421.67)	99.51%	(4,000.00)
FACILITY RENTALS	(50,000.00)	(98,000.00)	(97,854.25)	(145.75)	99.85%	48,000.00
CHARGES FOR SERVICES	(1,349,000.00)	(2,089,000.00)	(1,945,931.44)	(143,068.56)	93.15%	740,000.00
150101 INTEREST-BNK DPST	0.00	0.00	0.00	0.00	100.00%	0.00
LEASE PURCHASE PROCEEDS	0.00	0.00	0.00	0.00	0.00%	0.00
HEALTH INSURANCE RESERVE	0.00	0.00	0.00	0.00	0.00%	0.00
DESIGNATION - ENCUMBRANCES	(90,304.40)	(90,304.40)	0.00	(90,304.40)	0.00%	0.00
TOTAL OPERATING FUND	(94,236,824.40)	(94,416,123.40)	(94,246,372.76)	(79,446.24)	99.82%	179,299.00
REVENUE OVER/(UNDER) ORIGINAL BUDGET	179,299.00					
Note						
Bold accounts are affected by changes in ADM						

Lynchburg City Schools
 Operating Fund - Statement of Expenditures Preliminary
 For the Month Ending
 May 31, 2017

		Fiscal Year 2016-17					
		BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED
INSTRUCTION							
FUNCTION 1100	CLASSROOM INSTRUCTION						
	Personnel	49,699,559.43	48,008,832.25	96.60%	10,016.34	1,680,710.84	96.62%
	Other	4,216,317.62	4,294,797.60	101.86%	5,303.00	(83,782.98)	101.99%
FUNCTION 1200	INST SUPPORT-STUDENT						
	Personnel	3,373,488.39	3,399,862.00	100.78%	0.00	(26,373.61)	100.78%
	Other	177,109.27	76,433.38	43.16%	0.00	100,675.89	43.16%
FUNCTION 1300	INST SUPPORT-STAFF						
	Personnel	4,051,299.92	4,096,039.90	101.10%	0.00	(44,739.98)	101.10%
	Other	1,798,068.42	1,513,295.01	84.16%	0.00	284,773.41	84.16%
FUNCTION 1400	INST SUPPORT-SCHOOL ADMN						
	Personnel	5,497,696.18	5,535,444.40	100.69%	0.00	(37,748.22)	100.69%
	Other	225,658.55	183,123.99	81.15%	2,350.00	40,184.56	82.19%
TOTAL INSTRUCTION		69,039,197.78	67,107,828.53	97.20%	17,669.34	1,913,699.91	97.23%
ADMINISTRATION							
FUNCTION 2100	ADMINISTRATION						
	Personnel	2,771,115.96	2,743,899.67	99.02%	0.00	27,216.29	99.02%
	Other	1,276,414.76	1,244,578.97	97.51%	7,275.00	24,560.79	98.08%
FUNCTION 2200	ATTENDANCE & HEALTH SERV						
	Personnel	1,539,473.99	1,532,697.93	99.56%	0.00	6,776.06	99.56%
	Other	98,081.00	103,256.76	105.28%	0.00	(5,175.76)	105.28%
TOTAL ADMINISTRATION		5,685,085.71	5,624,433.33	98.93%	7,275.00	53,377.38	99.06%
PUPIL TRANSPORTATION							
FUNCTION 3100	MANAGEMENT & DIRECTION						
	Personnel	344,927.98	334,988.98	97.12%	0.00	9,939.00	97.12%
	Other	24,383.50	24,945.11	102.30%	0.00	(561.61)	102.30%
FUNCTION 3200	VEHICLE OPERATION SERVICE						
	Personnel	2,497,997.91	2,679,497.23	107.27%	0.00	(181,499.32)	107.27%
	Other	645,450.00	657,456.82	101.86%	0.00	(12,006.82)	101.86%
FUNCTION 3300	MONITORING SERVICE						
	Personnel	455,984.24	452,531.22	99.24%	0.00	3,453.02	99.24%
	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3400	VEHICLE MAINT SERVICE						
	Personnel	365,614.64	366,761.67	100.31%	0.00	(1,147.03)	100.31%
	Other	537,691.99	499,373.04	92.87%	42,400.00	(4,081.05)	100.76%
FUNCTION 3500	BUS PURCHASE - REGULAR						
	Other	1,511,500.00	503,550.00	33.31%	1,007,978.00	(28.00)	100.00%
TOTAL PUPIL TRANSPORTATION		6,383,550.26	5,519,104.07	86.46%	1,050,378.00	(185,931.81)	102.91%
OPERATIONS & MAINTENANCE							
FUNCTION 4100	MANAGEMENT & DIRECTION						
	Personnel	282,537.71	281,339.85	99.58%	0.00	1,197.86	99.58%
	Other	84,000.00	81,697.56	97.26%	0.00	2,302.44	97.26%

Lynchburg City Schools
 Operating Fund - Statement of Expenditures Preliminary
 For the Month Ending
 May 31, 2017

FUNCTION 4200 BUILDING SERVICES							
	Personnel	4,232,797.49	4,221,763.79	99.74%	0.00	11,033.70	99.74%
	Other	5,259,831.00	5,079,635.47	96.57%	75,898.24	104,297.29	98.02%
FUNCTION 4300 GROUNDS SERVICES							
	Personnel	246,606.66	243,584.10	98.77%	0.00	3,022.56	98.77%
	Other	70,000.00	55,600.97	79.43%	0.00	14,399.03	79.43%
FUNCTION 4400 EQUIPMENT SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	214,421.00	112,509.26	52.47%	0.00	101,911.74	52.47%
FUNCTION 4500 VEHICLE SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	62,500.00	17,364.61	27.78%	0.00	45,135.39	27.78%
FUNCTION 4600 SECURITY SERVICES							
	Personnel	33,960.57	23,773.00	70.00%	0.00	10,187.57	70.00%
	Other	258,653.00	251,576.96	97.26%	0.00	7,076.04	97.26%
FUNCTION 4700 WAREHOUSING SERVICES							
	Personnel	8,752.87	8,467.77	96.74%	0.00	285.10	96.74%
TOTAL OPERATIONS & MAINTENANCE		10,754,060.30	10,377,313.34	96.50%	75,898.24	300,848.72	97.20%
Other Non-Instructional Operations							
FUNCTION 5000 Non-Instructional Operations - Other		15,112.80	12,152.76	80.41%	0.00	2,960.04	80.41%
TOTAL Non-Instructional Operations		15,112.80	12,152.76	80.41%	0.00	2,960.04	80.41%
FACILITIES							
FUNCTION 6200 SITE IMPROVEMENTS		0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	18,341.50	20,757.77	113.17%	0.00	(2,416.27)	113.17%
	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL FACILITIES		18,341.50	20,757.77	113.17%	0.00	(2,416.27)	113.17%
DEBT SERVICE							
FUNCTION 7100 DEBT SERVICE - Other		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL DEBT SERVICE		0.00	0.00	0.00%	0.00	0.00	0.00%
TECHNOLOGY							
FUNCTION 8100 CLASSROOM INSTRUCTION							
	Personnel	1,804,799.69	1,817,367.88	100.70%	0.00	(12,568.19)	100.70%
	Other	225,825.49	236,569.72	104.76%	0.00	(10,744.23)	104.76%
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	455,071.45	446,066.90	98.02%	0.00	9,004.55	98.02%
	Other	1,236,473.01	1,172,064.53	94.79%	146,249.00	(81,840.52)	106.62%
TOTAL TECHNOLOGY		3,722,169.64	3,672,069.03	98.65%	146,249.00	(96,148.39)	102.58%
CONTINGENCY RESERVES							
FUNCTION 9100 CLASSROOM INSTRUCTION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9300 ADMINISTRATION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE		0.00	0	0.00%	0	0	0.00%
TOTAL CONTINGENCY RESERVES		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET		95,617,517.99	92,333,658.83	96.57%	1,297,469.58	1,986,389.58	97.92%

Agenda Report

Date: 08/01/17

Agenda Number: D-2

Attachments: Yes

From: Larry A. Massie, Acting Superintendent
Marie F. Gee, Director of Personnel

Subject: Personnel Report

Summary/Description:

The personnel recommendations for July 11 – August 1, 2017, appear as an attachment to this agenda report.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The acting superintendent recommends that the school board approve the personnel recommendations for July 11 – August 1, 2017.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE	
NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2017-2018:					
Bailey Amanda	Liberty University	BA / (Lv. 0	0 yrs 3)	Heritage Elementary School Special Education Teacher	08-03-2017
Caroll Aaron	Liberty University	BA / (Lv. 0	0 yrs 4)	Linkhorne Middle School Social Studies	08-03-2017
Cruz Javier	South Florida University of	BA / (Lv. 0	0 yrs 3)	Dunbar Middle School Math Teacher	08-03-2017
Dewitt Lindsey	Liberty University	BA / (Lv. 0	0 yrs 3)	Dearington Elementary Kindergarten Teacher	08-03-2017
Farrow Leticia	Lynchburg College	MA / (Lv. 8	8 yrs 1)	Office for Exceptional Learners Coordinator for SPED	07-24-2017
Gagliano Jason	SUNY Brockport	BA / (Lv. 0	0 yrs 4)	Linkhorne Middle School Special Education Teacher	08-03-2017
Hook Hunter	Liberty University	BA / (Lv. 0	0 yrs 4)	Sheffield Elementary Special Education	08-03-2017
Hughes Cheryl	UVA	MA / (Lv. 17	17 yrs 3)	Hutcherson ELC Pre-Kindergarten	08-03-2017
Karnes Brandon	Liberty High School	HS / (Lv. 5	5 yrs 4)	Heritage High School Voc. Tech Education	07-27-2017
Phillips Katherine	Randolph College	BA / (Lv. 0	0 yrs 3)	Empowerment Academy Science Teacher	08-03-2017
Slusser Miranda	Flagler College	BA / (Lv. 1	1 yr 3)	R.S. Payne Elementary Deaf/Hard of Hearing Teacher	08-03-2017
Smith Tina	Longwood University	MA / (Lv. 13	13 yrs 3)	Sandusky Elementary School Librarian	07-27-2017
Thomas Katelynn	Liberty University	MA / (Lv. 3	3 yrs 3)	Perrymont Elementary School Special Education Teacher	08-03-2017

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2017-2018: (continued)

Webb Shawn	Liberty University	MA / (Lv. 2	2 yrs 4)	Heritage High School Business Teacher	08-03-2017
Yarber Tom	UVA	MA / (Lv. 30	30 yrs 4)	Heritage High School Math Teacher - PT	08-03-2017

RESIGNATIONS:

Goetz Samantha	Mansfield University	BA / (Lv. 6	6 yrs 3)	Linkhorne Elementary School 4 th Grade	06-09-2017
Miller Keisha	Mary Baldwin College	MA / (Lv. 4	4 yrs 3)	Dearington Elementary School 1 st Grade Teacher	06-09-2017
Planiczka Rebecca	Bethany College	BA / (Lv. 17	17 yrs 3)	Dunbar Middle School Math Teacher	06-09-2017
Rosser Lauren	Lynchburg College	BA / (Lv. 12	12 yrs 3)	Heritage High School English Teacher	06-09-2017

Agenda Report

Date: 08/01/16

Agenda Number: D-3

Attachments: Yes

From: Larry A. Massie, Acting Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Central Virginia Governor's School for Science and Technology: 2016-17 Budget

Summary/Description:

The Lynchburg City School Board serves as fiscal agent for the Central Virginia Governor's School for Science and Technology. The governing board of the school has approved its 2016-17 operating budget in the amount of \$1,085,950, which represents an increase of \$34,873 over the prior year budget of \$1,051,077. All funds expended at the school are totally reimbursable from participating school divisions and state funds as listed on the attached budget. School divisions supporting this program are Amherst County Schools, Appomattox County Schools, Bedford County Schools, Campbell County Schools and Lynchburg City Schools.

Provided below is the financial impact summary for the Lynchburg City Schools:

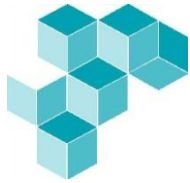
	2015-16	2016-17
Student Tuition	\$4,700	\$4,700
Number of Students	32	32
Total Tuition	\$150,400	\$150,400

Lynchburg City Schools has a total of 43 slots available for students to attend the Central Virginia Governor's School. In addition to the 32 students listed above, we have one additional non-resident student attending who pays their own tuition. We also receive 10 students attending at no charge as a result of the Heritage High School rental agreement that was entered into on September 24, 2014.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The acting superintendent recommends that the school board authorize the school administration to act as fiscal agent for the Central Virginia Governor's School for Science and Technology and to administer its 2016-17 budget in the amount of \$1,085,950.



Central Virginia Governor's School Governing Board Meeting Minutes Wednesday, May 4, 2016, 1:00 pm

This meeting of the Governing Board of the Central Virginia Governor's School for Science and Technology (CVGS) was held in the Conference Room of the Governor's School.

Governing Board members in attendance included Alan Wood (Amherst County Public Schools), John Hicks (Bedford County Schools), Roger Akers (Campbell County Schools), and Jenny Poore (Lynchburg City Schools).

Others in attendance were Brendon Albôn (Amherst County Public Schools), Douglas Schuch (Bedford County Schools), Sarah Danaher (Bedford County Schools), James Rinella (Campbell County Schools), Kathleen Sawyer (Lynchburg City Schools), Steve Smith (CVGS), and Kim McMillan (CVGS).

1. Call to order

Dr. Hicks called the meeting to order at 1:02 pm.

2. Approval of meeting agenda

Mr. Akers made a motion to approve the agenda; Mr. Wood seconded the motion, and it was approved by the Board.

3. Recommendation for approval of the minutes of the April 6, 2016, meeting

Mr. Wood made a motion to approve the minutes; Mr. Akers seconded the motion, and it was approved by the Board.

4. Review of monthly financial report

The monthly financial report was not available at this time. Dr. Smith mentioned that some of the items to be paid for using the fund balance money have already been purchased, and anticipates that all revenues and expenditures are in alignment with projections at this time.

5. Approval of the 2016-17 CVGS Budget

The draft 2016-17 CVGS Budget was presented at the April meeting. No changes had been made. Mr. Akers made a motion to approve the budget; Mr. Woods seconded the motion, and it was approved by the Board.

6. Policy revision

Policy 7.1.E Student Selection Process, Quota and Distribution was recommended for revision. This revision was simply to bring the policy into alignment with the board's previous decisions to increase the number of slots for Appomattox and Amherst.

Dr. Smith requested approval to phase in the billing for the slot increases for Amherst County Public Schools. Amherst County Public Schools would like to increase their allocation by one student for the 2016-17 school year, then add another student for the 2017-18 school

year, bringing their total to 16 students. The policy revision is currently written for a total of 16 Amherst students so that the policy will not have to be revised again next year.

Mr. Akers made a motion to phase in the billing for Amherst County Public Schools; Mr. Wood seconded the motion, and it was approved by the Board.

Mr. Wood made a motion to approve the revision of Policy 7.1.E; Ms. Poore seconded the motion, and it was approved by the Board.

7. CVGS Calendar revision

A revised calendar was presented to the Board based on some changes to the Lynchburg City Schools calendar.

Mr. Wood made a motion to approve the revised calendar; Mr. Akers seconded the motion, and it was approved by the Board. The revised and approved calendar for CVGS for 2016-17 is attached at the end of these minutes.

8. Items of Information

A. Recent Events

- i. The Virginia State Science Fair was on April 8-9, 2016, at the Virginia Military Institute. Nine CVGS students qualified to attend this fair with Ms. Coghill. Three students received awards at this fair.
- ii. The Governor's School was open on Saturday, April 16, 2016, for those students who wanted extra help or additional lab time.
- iii. The CVGS Foundation Board met on Wednesday, April 20, 2016, at noon.
- iv. Final exams were given on April 21 and 25. CVGS schedules exams early in order to avoid conflict with AP testing.
- v. Juniors presented their research at the research symposium at CVGS on April 27, 2016. Each student gave a ten minute presentation of his or her research.

B. Upcoming Events

- i. Tom Baker from EC Glass will attend the Intel ISEF International Fair in Phoenix, Arizona, May 8-13, 2016.
- ii. CVGS will host the Middle School Science Challenge for 5-8 graders on May 10, 2016. This event helps to promote scientific thinking at the elementary and middle schools throughout the region.
- iii. The Industrial Advisory Board will meet on May 11, 2016.
- iv. The CVGS Recognition Reception is planned for Sunday, May 15, at 7 pm. Governing Board members are encouraged to attend.
- v. Virginia Junior Academy of Science symposium trip will be May 17 – 19. Forty-five juniors will accompany Mrs. Coghill, Dr. Douglass, and Dr. Smith to the University of Mary Washington to present their research. All costs associated with this trip are covered by the Governor's School Foundation. This two night trip costs about \$12,000 and is on the campus of the University of Mary Washington.
- vi. The last day for student internships is May 20, 2016.

- vii. On May 25 and 26, the seniors will present their Senior Science Scenario projects at Lynchburg College in Schewel Hall from 7:30 am to 10:10 am. All Board members are invited to attend.
- viii. CVGS will host an end of the year picnic on the last day of school for students on May 27, 2016.
- ix. CVGS will host a breakfast to thank the internship and research mentors on June 5, 2016, at the Golden Corral.
- x. The Foundation Finance Committee will meet on June 8, 2016, at noon.
- xi. New Student Orientation will be June 13, 14, and 15. There will be 64 new juniors and 4 new seniors are CVGS for 2016-17. The orientation day will be held at Lynchburg College, and the costs for the event will be an in kind donation to the CVGS Foundation.
- xii. Moving into the new building is expected to start in mid-June.

9. Items from the Board

Mr. Wood thanked Dr. Smith and the Board for another great year. Dr. Smith thanked the Board for being so supportive and Dr. Schuch and Dr. Hicks for their leadership of the Board. Campbell County is next in line for the superintendent-in-charge and chairperson.

As there were no further items from the Board, Mr. Wood made a motion to adjourn at 1:45 pm; Mr. Akers seconded the motion, and it was approved by the Board.

**The next Governing Board meeting is scheduled for
Wednesday, August 3, 2016 at 1:00 pm.**

	REVENUE	2015-16	2016-17	DIFF
8.0000.000.0380.400.715	GOVERNOR'S SCHOOL (STATE 131)	339,227	360,000	20,773
8.0000.000.0386.400.715	OTHER STATE FUNDS (TECH GRANT)	26,000	26,000	0
8.0000.000.0719.400.715	TUIT FM OTH CO/CY (4700*paying students 121)	554,600	568,700	14,100
8.0000.000.0720.400.715	OTH PMT OTH CO/CY (CVCC 75% REIMB)	131,250	131,250	0
	TOTAL REVENUE	1,051,077	1,085,950	34,873
	EXPENSE	2015-16	2016-17	DIFF
8.1100.304.1120.400.715	SALARIES TEACHERS	387,168	397,630	10,462
8.1100.304.1520.400.715	SALARIES SUBSTITUTE/OFFICE HELP	3,000	5,000	2,000
8.1100.304.1620.400.715	SALARIES TEACHER SUPPLEMENTS	26,390	26,390	0
8.1100.304.2100.400.715	FICA	31,867	32,820	953
8.1100.304.2211.400.715	VRS PROF (INSTR)	59,966	62,161	2,195
8.1100.304.2221.400.715	VRS HYBRID (PROFESSIONAL)	1,500	0	(1,500)
8.1100.304.2300.400.715	HMP (HOSPITAL/MEDICAL PLAN) (INSTR)	27,989	32,500	4,511
8.1100.304.2330.400.715	DENTAL INSURANCE (INSTR)	2,184	2,184	0
8.1100.304.2340.400.715	VISION INSURANCE (INSTR)	156	176	20
8.1100.304.2411.400.715	GROUP LIFE PROF (INSTR)	4,921	5,046	125
8.1100.304.2511.400.715	VLDP-HYBRID (PROFESSIONAL)	100	0	(100)
8.1100.304.2700.400.715	WORKMAN'S COMP (INSTR)	1,386	1,427	41
8.1100.304.2750.400.715	RETIREE HEALTH CARE CREDIT (VRS-PROF)	4,384	4,707	323
8.1100.304.2820.400.715	TUITION REIMBURSEMENT	6,000	6,000	0
8.1100.304.3000.400.715	PURCHASED SERVICES (CVCC & SEM)	190,000	195,000	5,000
8.1100.304.5000.400.715	OTHER CHARGES	0	0	0
8.1100.304.5200.400.715	COMMUNICATIONS (phone, Internet, etc)	500	500	0
8.1100.304.5500.400.715	TRAVEL (CONF + MILEAGE)	0	1,000	1,000
8.1100.304.5800.400.715	MISCELLANEOUS (MEALS, LODGING, & DUES)	0	1,000	1,000
8.1100.304.6000.400.715	MATERIALS AND SUPPLIES (CONSUMABLE)	10,000	10,000	0
8.1100.304.6008.400.715	VEH & POWER EQUIP- FUEL	500	500	0
8.1100.304.6009.400.715	VEH & POWER EQUIP- SUPPLY	500	500	0
8.1100.304.6020.400.715	TEXTBOOKS AND WORKBOOKS	3,000	3,000	0
8.1100.304.6030.400.715	INSTRUCTIONAL MATERIALS (NON-CONSUMABLE)	7,500	7,500	0
8.1100.304.8200.400.715	CAPITAL OUTLAY ADDITION	3,000	3,000	0
8.1310.304.2834.400.715	TERMINAL PAY-VACATION	2,500	2,500	0
8.1310.304.2835.400.715	TERMINAL PAY-SICK	2,500	2,500	0
8.1320.304.5400.400.715	LEASES & RENTALS (XEROX COPIER)	3,000	3,000	0
8.1410.304.1126.400.715	SALARIES PRINCIPALS	49,426	53,133	3,707
8.1410.304.1150.400.715	SALARIES OFFICE	31,976	32,615	640
8.1410.304.1620.400.715	SALARIES SUPPLEMENTAL	5,000	5,000	0
8.1410.304.2100.400.715	FICA (ADMIN)	6,227	6,560	333
8.1410.304.2211.400.715	VRS PROFESSIONAL (ADMIN)	11,803	12,571	767

EXPENSE		2015-16	2015-16	DIFF
8.1410.304.2300.400.715	HMP (HOSPITAL/MEDICAL PLAN) (ADMIN)	6,459	7,500	1,041
8.1410.304.2330.400.715	DENTAL INSURANCE (ADMIN)	504	504	0
8.1410.304.2340.400.715	VISION INSURANCE (ADMIN)	39	39	0
8.1410.304.2411.400.715	GROUP LIFE (ADMIN)	969	1,020	52
8.1410.304.2750.400.715	RETIREE HEALTH CARE CREDIT (ADMIN)	863	952	89
8.1410.304.3000.400.715	PURCHASED SERVICES	3,000	3,000	0
8.1410.304.5000.400.715	OTHER CHARGES	1,000	1,000	0
8.1410.304.5200.400.715	COMMUNICATIONS (POSTAGE)	500	500	0
8.1410.304.5300.400.715	INSURANCE (BONDING)	500	500	0
8.1410.304.5500.400.715	TRAVEL (CONF FEES + MILEAGE)	5,000	5,000	0
8.1410.304.5800.400.715	MISCELLANEOUS (MEALS, LODGING, DUES)	2,000	2,000	0
8.1410.304.6000.400.715	MATERIALS AND SUPPLIES (CONSUMABLE)	5,000	5,000	0
8.2140.304.3000.400.715	PURCHASED SERVICES (RECRUIT/IN-SERVICE)	2,000	2,000	0
8.4200.304.1180.400.715	SALARIES CUSTODIAL	24,938	25,437	499
8.4200.304.1280.400.715	OT-CUSTODIAL	1,000	1,000	0
8.4200.304.2100.400.715	FICA (CUSTODIAL)	1,984	2,022	38
8.4200.304.2212.400.715	VRS NON PROFESSIONAL (CUSTODIAL)	2,209	1,809	(401)
8.4200.304.2300.400.715	HMP (HOSPITAL/MEDICAL PLAN) (CUSTODIAL)	4,306	5,000	694
8.4200.304.2330.400.715	DENTAL INSURANCE (CUSTODIAL)	168	168	0
8.4200.304.2412.400.715	GROUP LIFE NON-PROF (CUSTODIAL)	297	336	39
8.4200.304.2700.400.715	WORKER'S COMPENSATION (CUSTODIAL)	529	539	11
8.4200.304.5200.400.715	COMMUNICATIONS (LICENSES)	15,000	10,000	(5,000)
8.4200.304.5300.400.715	INSURANCE (ERRORS & OMISSIONS)	6,000	6,000	0
8.4200.304.8000.400.715	CAPITAL OUTLAY (FFE FOR NEW FACILITY)	0	0	0
8.8100.304.8200.400.715	CAPITAL OUTLAY (TECH FOR INSTRUCTION)	39,370	45,705	6,335
	LCS ANNUAL PAYMENT (Begins Spring '17)	43,000	43,000	0
	TOTALS	1,051,077	1,085,950	34,873

Agenda Report

Date: 08/01/17

Agenda Number: D-4

Attachments: Yes

From: Larry A. Massie, Acting Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: XLR8 Governor's STEM Academy Budget: 2016-17

Summary/Description:

The Lynchburg City School Board serves as the fiscal agent for the XLR8 STEM Academy. The governing board of the school has approved its 2016-17 operating budget in the amount of \$287,208, which represents an increase of \$9,958 from the 2015-16 approved budget.

Funds expended at the XLR8 STEM Academy are totally reimbursable from participating school divisions and through grants or donations. School divisions which are members of the regional program are Amherst County Public Schools, Appomattox County Public Schools, Bedford County Public Schools, Campbell County Public Schools, and Lynchburg City Schools.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The acting superintendent recommends that the school board authorize the school administration to act as fiscal agent for the XLR8 STEM Academy and to administer their 2016-17 budget in the amount of \$287,208.

XLR8 STEM Academy Board
Meeting Minutes

May 31, 2016



Present: Susan Cash, Patricia Massie, Dr. Regina Dolan-Sewell, Dr. John Hicks
Dr. Fred Connor, Maria Jaeger, Elizabeth Narehood, Kim Lukanich,
James Rinella, Dr. Doug Schuch

Absent: Mark Epperson, Annette Bennett, Dr. Wendy Hageman-Smith,
Mary Mays

1. Call to Order

Meeting was called to order at 1:01PM

2. Review of Meeting Minutes from 03/08/2016

Minutes from the meeting held on March 8, 2016 were presented and reviewed. Patricia Massie made a motion to accept the minutes as written, Dr. Regina Dolan-Sewell seconded the motion and the motion passed.

3. Director's Report (copy attached)

Susan Cash presented the Director's report to the board and several items were discussed.

Enrollment for 2016-2017

Senior Class:

- Students Returning: 22
- **New seniors:**
 - Bedford: 2 new seniors from Liberty
 - Lynchburg: 1 new senior from ECG

Senior class total: current 25 (5.25.2015)

Junior Class:

- Amherst : 3/3 filled
- Appomattox: 1/1 filled
- Bedford: 8/8 filled

- Campbell: 6/6
- Lynchburg: 7/7 filled
- **Junior Class Total: 25**

STEM Academy Demographics 2016-2017

I am pleased with the STEM Academy enrollment demographics for the 2016-2017 school year. The STEM Academy continues to attract students from varied backgrounds which represent an accurate cross section of students from region.

- Increased female enrollment to 40% (up from 32% in 2015-2016).
- Increased minority enrollment to 28% (up from 24% in 2015-2016).
- Our first year for enrolling in cybersecurity was positive with 8% of the students choosing that speciality area. That percentage may increase, as students do not begin to take classes in that area until 2017-2018

Graduation 2016

Twenty-three (23) STEM Academy senior students finished classes at the STEM Academy and were eligible to graduate from Central VA Community College with a Career Studies certificate in Engineering Fundamentals and/or a Career Studies Certificate in Mechatronics or a Career Studies Certificate in Biotechnology.

Graduation ceremonies for CVCC were held on May 12th, 2016 and at that time **18 Career Studies Certificates in Engineering Fundamentals, 4 Career Studies Certificates in Biotechnology and 14 Career Studies Certificates in Mechatronics** were conferred to the members of the STEM Academy class of 2016.

Senior Internship Lunch

The twenty-three (23) senior students from XLR8- Lynchburg Regional Governor's STEM Academy presented on their internship experience with regional industry mentors followed by a luncheon on Friday, April 29th, 2016 from 8am – noon. The event was held at Central VA Community College in the multipurpose room in Merritt Hall. Invited attendees included STEM Academy students, parents,

corporate internship hosts, STEM Academy Partnership Team members, STEM Academy Board Members, and members of the CVCC administrative team.

Corporate Internship Sponsors for the internship experience included: AECOM, AMG, Inc., AMTI, AREVA, Centra Health, Delta Star, EDM, Harris Corp., Master Engineers and Designer's, Inc., Moore's Electric, VDOT and Swissomation. Each student gave a 5-7 minute presentation summarizing their internship experience with their corporate sponsor. Lunch was served after the completion of the presentations. Following the lunch, Joel Burch from BWXT gave the keynote address and Graduation cords were presented to all STEM Academy students; which were worn for both their CVCC and base school

Senior Awards Dinner

The XLR8-Lynchburg Regional Governor's STEM Academy celebrated the graduation of the twenty-three (23) members of their second class on Monday, May 16th, 2016 at 6:00 pm. The event was held at Central VA Community College in the multipurpose room in Merritt Hall. Invited attendees included STEM Academy students, parents, STEM Academy Partnership Team members, STEM Academy Board Members, members of the XLR8 faculty and invited guests.

The twenty-three students were recognized for earning career studies certificates in engineering fundamentals and/or mechatronics or Biotechnology from Central VA Community College, received recognition for completing the curriculum and received senior superlative awards.

In addition, the XLR8 STEM Academy staff awarded four additional awards to members of the class of 2016 for Academic Excellence, Most Improved, Leadership and STEM Academy Student of the Year.

Academic Excellence: Travis Taylor, Altavista High School

Most Improved: Jermane Carson, Jr., Brookville High School

Leadership: Taylor Blake, Staunton River High School

STEM Academy Student of the Year 2016: Dustin Cox, Altavista High School

Our speakers for the evening were Ruth Maragni from Centra Health, Cheryl Giggetts from AECOM and our keynote speaker Dr. Muriel Mickles, Vice-President of Central VA Community College.

The STEM Academy had a very positive impact in the lives of the students who are attending the STEM Academy. The STEM Academy had 23 seniors graduate this year in May from CVCC with Career Studies Certificates in Engineering Fundamentals ,Mechatronics or Biotechnology and 100% of those students will be entering the workforce, military, continuing their education either at CVCC (completing an Associate's degree in Engineering Technology with AREVA, Machining, the Grown in VA program with UVA/ODU/VT) or at a 4 year college or university in STEM related fields, including , Liberty University, Montana Tech, Old Dominion University, Virginia Tech, Virginia Military Institute, George Mason University.

The vision of the STEM Academy is that all students graduate with multiple options for success in college and post-commencement exercises.

Matriculation Class of 2016

The STEM Academy graduates on 2016 are all choosing to pursue their education and training in a STEM-H field. We have 100% of our graduating class of 2016 continuing their education either at a 2 or 4 year college or University or in the National Guard.

Below is a list of where our students are going in 2016-2017:

- Central VA Community College: 10
- George Mason University: 1
- Liberty University: 1
- Montana Tech: 1
- Old Dominion University: 5
- Virginia Military Institute: 3
- Virginia Tech: 1
- National Guard: 1

New staff members:

- Chemistry- TBD

Returning Staff Members:

- Ms. Beth Shelton-Math
- Marcella (Brown) Gale-Introduction to Engineering Design
- Rex Fisher- Principles of Engineering
- David Abbott- Physics
- Dr. Carl Pettiford- Digital Electronics
- Dr. John Varga-Computer Integrated Manufacturing
- Dr. Donna McLaughlin- Human Anatomy & Physiology
- Carrie Beaumont- Intro to Medical Terminology
- Dr. Cindy Wallin-Applied Calculus 1, Calculus 1 & 2

Internships

I will be meeting with representatives from these companies to finalize paperwork and number of internship students over the summer months. I will meet with parents and students in August 2016 to provide an overview of the program requirements and complete any paperwork required at that time both for STEM Academy and CVCC. Students will meet with company representatives in the fall semester to sign the internship agreement and complete any additional training or paperwork required to begin their internship in January of 2017. Students will have the opportunity to earn 1 DE credit for their internship experience.

Mechatronics students: 15 (AMG, AECOM, AMTI, AREVA, Delta Star, Harris, Master Engineers & Designers, Moore's Swissomation, VDOT) –My plan is to add an internship location in Appomattox

Biotechnology students: 10 (1 at Carillion, 9 Centra or TBD) – meetings with OrthoVirginia, RACVA

Tentative Meeting Schedule for 2016-2017

- Meetings will be held at Central VA Community College at 1:00 pm in the President's Conference Room on the following dates:
 - August 2nd, 2016
 - November 8th, 2016
 - January 10th, 2017
 - March 21st, 2017
 - May 30th, 2017
 - July 18th, 2017

4. Financial Report

Susan Cash presented the financial report for the school board members to review. The current budget sheet shows an available balance of \$12,409.44. After review there was no discussion and the members accepted the financial report as written.

5. Fundraising Report

Susan Cash presented the fundraising report for the school board member to review. After review there was no discussion and the members accepted the financial report as written.

6. New Business:

Partnership Agreement with Future Focus Foundation and XLR8 STEM Academy

A new partnership agreement with the Future Focus Foundation and the XLR8 Stem Academy was presented and discussed. Phil Hamlett, president of the Future Focus Foundation, has approached the STEM Academy about contracting the STEM Academy Administrative Assistant to provide the bookkeeping services for the Future Focus Foundation.

The Future Focus Foundation voted to provide \$1200 per year to the Assistant to provide bookkeeping services for the Foundation. The Foundation will provide a laptop, printer and QuickBooks software. She will be working an additional 1.5 hours weekly or 6 hours per month for the FFF. This was an action item to be voted on. Dr. Regina Dolan-Sewell made a motion to accept this and Patricia Massie seconded the motion and the motion passed.

Budget Proposal for 2016-2017

Susan Cash reviewed the proposed budget for the coming 2016-2017 year with the School Board members. The budget was presented as balanced. There was some discussion about the fund balance as to how these funds should be allocated if the balance gets too high or if there was a cap on the amount you could have in the fund balance. During the discussion it was stated that Regional Schools would be allowed to retain these fund balances to use as needed, based upon the opinion of the VA Attorney General. This had been a question asked by a previous STEM Academy board member and Dr. Doug Schuch was able to share the recent opinion with the board members. The budget was reviewed and Patricia Massie made a motion to accept the budget as presented and Dr. Regina Dolan-Sewell seconded the motion and the motion passed.

Strategic Plan 2016-2017

The XLR8 STEM Academy Strategic plan for 2016-2017 (attached) was presented. There was no discussion about the plan. Dr. Regina Dolan-Sewell made a motion to accept the plan as written and Patricia Massie seconded her motion and the motion was passed to accept the Strategic Plan for 2016-2017.

7. Old Business

There was no old business discussed.

Patricia Massie made a motion to adjourn, Dr. Regina Dolan-Sewell seconded, and the meeting was adjourned at 1:40pm.

The next meeting of the XLR8 STEM Academy will be:

Tuesday August 2nd at 1:00 PM

Room 1114 President's Conference Room

Respectfully submitted,

Becky Cox, Clerk

		2016-2017
Revenue Accounts		(50 Students)
Number	Title/Purpose	Budgeted Amount
6.0000.000.0700.526.010	Misc Revenue/Sponsorships	\$ 8,000.00
6.0000.000.0705.526.010	Special Pupil Fees	\$ 1,250.00
6.0000.000.0712.526.010	Donations - Unrestricted	\$ 6,758.00
6.0000.000.0712.526.010	Donations- Restricted	\$ 1,200.00
6.0000.000.0712.526.010B	Donations - Restricted - Tobacco Commission	\$ -
6.0000.000.0719.526.010	Tuition From County/City	\$ 270,000.00
	Total Revenue	\$ 287,208.00
Expense Accounts		Budgeted Amount
Number	Title/Purpose	
6.1100.307.3000.526.010	Purchased Services - Dual Enrollment Costs	\$ 158,900.00
6.1100.307.3000.526.010B	Purchased Services - PLTW Fee	\$ 1,750.00
6.1100.307.3000.526.010C	Travel - Student Bussing Costs	\$ 125.00
6.1100.307.5200.526.010	Communications	\$ 150.00
6.1100.307.5300.526.010	Insurance	\$ 6,420.00
6.1100.307.5800.526.010	Miscellaneous - Student Costs	\$ 250.00
6.1100.307.6000.526.010	Materials and Supplies for Students	\$ 1,200.22
6.1100.307.6020.526.010	Textbooks and Workbooks for Students	\$ 210.00
6.1100.307.6030.526.010	Instructional Materials for Students	\$ 500.00
6.1100.307.6040.526.010	Tech Software - Website Subscription	\$ 350.00
6.1310.307.5000.526.010	Travel/Training- Teachers	\$ -
6.1310.307.5800.526.010	Miscellaneous - Teacher Travel Costs	\$ -
6.1410.307.1130.526.010	Director Salaries - Other Prof	\$ 69,577.00
6.1410.307.1150.526.010	Clerical Salaries	\$ 15,211.00
6.1410.307.2100.526.010	FICA	\$ 6,486.28
6.1410.307.2211.526.010	VRS Professional	\$ 10,201.00
6.1410.307.2300.526.010	HMP (Hospital/Medical) Plan	\$ 5,333.00
6.1410.307.2330.526.010	Dental Insurance	\$ 336.00
6.1410.307.2340.526.010	Vision Insurance	\$ 27.00
6.1410.307.2411.526.010	Group Life - Professional	\$ 822.00
6.1410.307.2700.526.010	Worker's Compensation	\$ 237.50
6.1410.307.2750.526.010	Retiree Health Care Credit	\$ 772.00
6.1410.307.5500.526.010	Travel- Admin/Teachers	\$ 350.00
6.5000.307.3000.526.010	Purchased Services for Events	\$ 5,000.00
6.5000.307.6000.526.010	Materials and Supplies for Events	\$ 3,000.00
	Total Expenditures	\$ 287,208.00
		\$ (0.00)
Fund Balance 2013-2014		\$ 1,084.91
Fund Balance 2014-2015		\$ 8,614.76
Fund Balance 2015-2016		\$ 12,409.44
TOTAL Fund Balance		\$ 22,109.11

Agenda Report

Date: 08/01/17

Agenda Number: D-5

Attachments: Yes

From: Larry A. Massie, Acting Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: LAUREL Regional School Budget: 2016-17

Summary/Description:

The Lynchburg City School Board serves as the fiscal agent for the LAUREL Regional School. The governing board of the school has approved its 2016-17 operating budget in the amount of \$5,683,682, which represents an increase of \$291,740 from the 2015-16 approved budget.

Funds expended at the LAUREL Regional School are totally reimbursable from participating school divisions and the Commonwealth of Virginia. School divisions which are members of the regional program are Amherst County Public Schools, Appomattox County Public Schools, Bedford County Public Schools, Campbell County Public Schools, and Lynchburg City Schools. The LAUREL Regional School provides services for students with severe disabilities. The following services are also provided by staff employed through LAUREL Regional School to identified students with disabilities at their schools: occupational therapy, physical therapy, vision services, and autism services.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The acting superintendent recommends that the school board authorize the school administration to act as fiscal agent for the LAUREL Regional School and to administer their 2016-17 budget in the amount of \$5,683,682.

**LAUREL Regional Program
Meeting
June 16, 2016**

Board Members Present: Ms. Priscilla Ligon, Ms. Cynthia Hall, Mr. Greg Smith, Ms. Julie Bennington, Ms. Marie Waller

Administrators Present: Dr. Scott S. Brabrand, Mr. James R. Gallagher, Ms. Sara Staton, Mr. Wyllys VanDerwerker

Others Present: Mr. Anthony Beckles, Dr. Donna Lewis, Ms. Susan Landis

I. Call To Order:

On June 16, 2016 at 10:00 a.m. the LAUREL Regional Program Board met for their board meeting. A quorum was present.

II. Motion to approve or amend the Agenda

MOTION to approve or amend the agenda for the June 16, 2016 Board Meeting was made by Ms. Julie Bennington and SECONDED by Ms. Cynthia Hall.

Yes Votes: Ms. Priscilla Ligon, Mr. Greg Smith, Ms. Marie Waller

No Votes: None

Abstentions: None

III. ACTION ITEMS:

A. Approval of Minutes from the May 4, 2016 Board Meeting

MOTION to approve the LAUREL Program Minutes from the May 4, 2016 meeting was made by Ms. Julie Bennington and SECONDED by Ms. Cynthia Hall.

Yes Votes: Ms. Priscilla Ligon, Mr. Greg Smith, Ms. Marie Waller

No Votes: None

Abstentions: None

B. Consideration of Approving Payment of Accounts by Fiscal Agent

Dr. Lewis stated that she had her monthly Finance meeting with Kim Lukanich, Assistant Director of Finance for LCS on Tuesday, June 14, 2016 and there are no red flags. All the accounts are in good shape.

MOTION to approve the Payment of Accounts as presented was made by Ms. Julie Bennington and SECONDED by Ms. Priscilla Liggon.

Yes Votes: Ms. Cynthia Hall, Mr. Greg Smith, Ms. Marie Waller

No Votes: None

Abstentions: None

C. Approval of the 2016-2017 Budget

Mr. Greg Smith asked Dr. Lewis why the overall budget had increased this year. Dr. Lewis explained that the total for the Center Based budget had decreased and that the increase in the budget was due to the Non-Centered budget increasing.

MOTION to approve the 2016-2017 Budget was made by Ms. Julie Bennington and SECONDED by Ms. Cynthia Hall.

Yes Votes: Ms. Priscilla Liggon, Mr. Greg Smith, Ms. Marie Waller

No Votes: None

Abstentions: None

D. Approval of the Lease Agreement

Mr. Beckles, LCS Chief Financial Officer, explained that everything inside of the LAUREL building is included in the monthly lease amount.

All members of the LAUREL Board signed the lease agreement.

MOTION to approve the Lease Agreement Calendar was made by Mr. Greg Smith and SECONDED by Ms. Julie Bennington.

Yes Votes: Ms. Priscilla Liggon, Ms. Cynthia Hall, Ms. Marie Waller

No Votes: None

Abstentions: None

E. Approval of Using Year End Money to Install a Ramp

The Board accepted the bid received from Coleman Adams to install the ramp and for the cost not to exceed \$35,000.00 to complete the ramp project.

MOTION to approve the Coleman Adams bid was made by Ms. Julie Bennington and it was seconded by Mr. Greg Smith.

Yes Votes: Ms. Priscilla Liggon, Ms. Cynthia Hall, Ms. Marie Waller

No Votes: None

Abstentions: None

Dr. Lewis asked the Boards approval to reallocate funds from Autism Services to SPH Services Materials and Supplies to cover costs associated with the Ramp Project and costs for other items needed for LAUREL.

MOTION to approve reallocating money from Autism Services (9.1100.112.1120.200.914) to SPH Services Materials and Supplies (9.1100.112.6000.200.914) was made by Ms. Priscilla Liggon and SECONDED by Ms. Cynthia Hall.

Yes Votes: Ms. Julie Bennington, Mr. Greg Smith, Ms. Marie Waller

No Votes: None

Abstentions: None

IV. INFORMATION ITEMS

A. Board Members

Mr. Greg Smith shared how much he enjoyed coming to LAUERL's Graduation ceremony and listening to the speakers.

Ms. Priscilla Liggon thanked Dr. Brabrand for all that he accomplished the past two years.

B. Regional Council Representative

Mr. Wyllys VanDerwerker

Mr. VanDerwerker stated that the Regional Council had not met since the previous board meeting so there was nothing to report.

C. Superintendent –in-Charge Comments

Dr. Brabrand said it has been a great 2 years serving as Superintendent in Charge. He thanked Dr. Lewis for all of her hard work and is excited about the future. Dr. Brabrand was excited to share that there is no staff turnover to report for the coming school year.

D. LAUREL Updates

1. 2014-2015 Audit Report

Dr. Lewis said that the Controls Provided by Program Staff are being taken care of with the monthly finance meetings that she and Susan attend each month with LCS finance.

Dr. Lewis then asked the Board to look at the Financial Report:

Page 25 Internal Control over Financial Reporting: "Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified."

Page 26 Compliance and Other Matters: "The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*."

A representative from Brown Edwards came and spoke. He said LAUREL Regional Program had a clean Audit Report. He said there is usually something found during audits but Laurel's was clean.

He did explain it is now required to show Center Based Employee Pensions as a Liability on Financial Reports.

V. NEXT MEETING

Wednesday, August 3, 2016 at 10:00 A.M

VI. ADJOURNMENT

MOTION to adjourn the meeting was made by Ms. Julie Bennington and
SECONDED by Ms. Priscilla Ligon.

Yes Votes: Ms. Cynthia Hall, Mr. Greg Smith, Ms. Marie Waller

No Votes: None

Abstentions: None

TIME: 1:20 PM

Ms. J. Marie Waller, Chairperson
2015-2016 School Year

Dr. Donna Lewis, Director

**LAUREL REGIONAL PROGRAM
BUDGET 2016-2017SY**

REVENUE

Account Number	Description	Budget 2015-16	Proposed Budget 2016-17
9.0000.000.0719.200.914	Tuition from other County/City- Center Based	\$3,529,246.00	\$3,487,750.00
9.0000.000.0393.200.914	Ed Technology	\$26,000.00	\$26,000.00
9.0000.000.0719.299.914	Tuition from other County/City • Non Center Based	\$1,836,696.00	\$2,169,932.00
TOTAL REVENUE		\$5,391,942.00	\$5,683,682.00

EXPENDITURES

Account Number	Description	Budget	Budget
9.8100.112.8000.200.914	VPSA Technology	\$26,000.00	\$26,000.00
Total VPSA Technology		\$26,000.00	\$26,000.00

SPH Services

Account Number	Description	Budget	Budget
9.1100.112.1120.200.914	Teachers	\$554,865.00	\$520,868.00
9.1100.112.1151.200.914	Therapeutic Educational Assistants	\$353,838.00	\$375,235.00
9.1100.112.1154.200.914	Speech Therapist	\$73,923.00	\$74,810.00
9.1100.112.1156.200.914	Occupational Therapist	\$67,476.00	\$49,873.00
9.1100.112.1157.200.914	Physical Therapist	\$30,628.00	\$30,996.00
9.1100.112.1158.200.914	Vision Teachers	\$40,750.00	\$7,887.00
9.1100.112.1520.200.914	Substitute Teachers	\$35,000.00	\$35,000.00
9.1100.112.1620.200.914	Teacher Supplements	\$37,873.00	\$33,045.00
9.1100.112.2100.200.914	FICA	\$88,022.00	\$83,593.00
9.1100.112.2211.200.914	VRS	\$161,347.00	\$157,800.00
9.1100.112.2750.200.914	HCC	\$12,164.00	\$11,948.00

9.1100.112.2300.200.914	Medical Insurance	\$203,073.00	\$184,932.00
9.1100.112.2330.200.914	Dental Insurance	\$12,802.00	\$12,553.00
9.1100.112.2340.200.914	Vision Insurance	\$914.00	\$1,009.00
9.1100.112.2411.200.914	Group Life Insurance	\$13,656.00	\$12,035.00
9.1100.112.2700.200.914	Workers' Compensation Insurance	\$3,222.00	\$3,060.00
9.1100.112.3000.200.914	Purchased Services (CLM, Tech Support, BCBA)	\$20,000.00	\$90,000.00
9.1100.112.5500.200.914	Travel/Professional Development (includes adaptive classwork cou	\$4,700.00	\$20,000.00
9.1100.112.5800.200.914	Miscellaneous (meals,lodging, membership dues)	\$1,500.00	\$1,500.00
9.1100.112.6000.200.914	Materials and Supplies (includes copy paper, ink for staff)	\$48,000.00	\$40,000.00
9.1100.112.6002.200.914	Food Supplies	\$5,265.00	\$5,500.00
9.1100.112.6040.200.914	Technology Software	\$5,000.00	\$5,000.00
Total Budget SPH Services		\$1,774,018.00	\$1,756,644.00

Office of the Director

Account Number	Description	Budget	
9.1310.112.2834.200.914	Terminal Pay- Vacation	\$5,000.00	\$5,000.00
9.1310.112.2835.200.914	Terminal Pay- Sick Leave	\$4,000.00	\$4,000.00
9.1410.112.5400.200.914	Rental-Copier	\$15,000.00	\$15,000.00
9.1410.112.1126.200.914	Director	\$77,410.00	\$78,339.00
9.1410.112.1150.200.914	Clerical	\$53,166.00	\$48,491.00
9.1410.112.1620.200.914	Supplements	\$1,200.00	\$1,200.00
9.1410.112.2100.200.914	FICA	\$10,081.00	\$9,795.00
9.1410.112.2211.200.914	VRS	\$18,359.00	\$18,594.00
9.1410.112.2750.200.914	HCC	\$1,384.00	\$1,408.00
9.1410.112.2300.200.914	Medical Insurance	\$15,990.00	\$14,850.00
9.1410.112.2330.200.914	Dental Insurance	\$1,008.00	\$1,008.00
9.1410.112.2340.200.914	Vision Insurance	\$72.00	\$81.00
9.1410.112.2411.200.914	Group Life Insurance	\$1,554.00	\$1,418.00
9.1410.112.2700.200.914	Workers' Compensation Insurance	\$369.00	\$359.00
9.1410.112.2820.200.914	Tuition Reimbursement	\$3,000.00	\$3,000.00
9.1410.112.3000.200.914	Purchased Services (legal, audit, misc)	\$65,000.00	\$65,000.00
9.1410.112.5200.200.914	Communications (postage)	\$1,400.00	\$1,400.00
9.1410.112.5400.200.914	Rental-Building	\$123,000.00	\$123,000.00

9.1410.112.5300.200.914	Insurance	\$12,000.00	\$12,000.00
9.1410.112.5500.200.914	Travel/Professional Development-mileage, registration costs, traini	\$1,500.00	\$2,500.00
9.1410.112.5800.200.914	Miscellaneous (meals, lodging, and membership dues)	\$750.00	\$1,500.00
9.1410.112.6000.200.914	Materials and Supplies	\$11,000.00	\$10,000.00
9.1410.112.6002.200.914	Food Supplies	\$0.00	\$1,000.00
	Total Budget-Office of the Director	\$422,243.00	\$418,943.00

Nursing Services

Account Number	Description	Budget	Budget
9.2224.112.1131.200.914	Licensed Nurse	\$74,734.00	\$75,632.00
9.2224.112.1620.200.914	Supplements	\$1,200.00	\$1,200.00
9.2224.112.2100.200.914	FICA	\$5,809.00	\$5,878.00
9.2224.112.2211.200.914	VRS	\$10,508.00	\$11,088.00
9.2224.112.2750.200.914	HCC	\$792.00	\$840.00
9.2224.112.2300.200.914	Medical Insurance	\$10,660.00	\$9,900.00
9.2224.112.2330.200.914	Dental Insurance	\$672.00	\$672.00
9.2224.112.2340.200.914	Vision Insurance	\$48.00	\$54.00
9.2224.112.2411.200.914	Group Life Insurance	\$889.00	\$846.00
9.2224.112.2700.200.914	Workers' Compensation Insurance	\$213.00	\$216.00
9.2224.112.6000.200.914	Materials and Supplies (gloves and other supplies)	\$2,000.00	\$2,000.00
	Total Budget - Nursing Services	\$107,525.00	\$108,326.00

Total Budget SPH Center-Based **\$2,303,786.00** **\$2,283,913.00**

Vision Services- Classroom Instruction

Account Number	Description	Budget	Budget
9.1100.112.1120.216.914	Vision Teachers	\$253,344.00	\$243,338.00
9.1100.112.1620.216.914	Teacher Supplements	\$15,344.00	\$16,318.00
9.1100.112.2100.216.914	FICA	\$20,555.00	\$19,864.00
9.1100.112.2211.216.914	VRS	\$37,637.00	\$37,968.00
9.1100.112.2750.216.914	HCC	\$2,837.00	\$2,875.00

9.1100.112.2300.216.914	Medical Insurance	\$26,650.00	\$23,760.00
9.1100.112.2330.216.914	Dental Insurance	\$1,680.00	\$1,613.00
9.1100.112.2340.216.914	Vision Insurance	\$120.00	\$130.00
9.1100.112.2411.216.914	Group Life Insurance	\$3,185.00	\$3,056.00
9.1100.112.2700.216.914	Workers' Compensation Insurance	\$752.00	\$727.00
9.1100.112.3000.216.914	Purchased Service- (AIS)	\$20,000.00	\$20,000.00
9.1100.112.5200.216.914	Communications (postage)	\$300.00	\$300.00
9.1100.112.5500.216.914	Travel/Professional Development	\$11,000.00	\$11,000.00
9.1100.112.5800.216.914	Miscellaneous- meals, lodging, and membership dues	\$500.00	\$500.00
9.1100.112.6000.216.914	Materials and Supplies	\$16,000.00	\$18,000.00
9.1100.112.8000.216.914	Capital Outlay (over \$5000 each)	\$6,000.00	\$0.00
	Total Vision Services Classroom Instruction	\$415,904.00	\$399,449.00

Vision Services- Office of the Director

Account Number	Description	Budget	Budget
9.1410.112.1150.216.914	Vision Clerical	\$20,581.00	\$18,490.00
9.1410.112.2100.216.914	FICA	\$1,574.00	\$1,415.00
9.1410.112.2211.216.914	VRS	\$2,894.00	\$2,711.00
9.1410.112.2750.216.914	HCC	\$218.00	\$205.00
9.1410.112.2300.216.914	Medical Insurance	\$5,330.00	\$4,950.00
9.1410.112.2330.216.914	Dental Insurance	\$336.00	\$336.00
9.1410.112.2340.216.914	Vision Insurance	\$24.00	\$27.00
9.1410.112.2411.216.914	Group Life Insurance	\$245.00	\$218.00
9.1410.112.2700.216.914	Workers' Compensation Insurance	\$58.00	\$52.00
	Total Vision Services Clerical Support	\$31,260.00	\$28,404.00

	Total Vision Services	\$447,164.00	\$427,853.00
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Autism Services

Account Number	Description	Budget	Budget
9.1100.112.1120.220.914	Instructional (a contracted position for 2016-17)	\$73,152.00	\$0.00
9.1100.112.1620.220.914	Supplements	\$3,260.00	\$0.00
9.1100.112.2100.220.914	FICA	\$5,846.00	\$0.00

9.1100.112.2211.220.914	VRS	\$10,744.00	\$0.00
9.1100.112.2750.220.914	HCC	\$810.00	\$0.00
9.1100.112.2300.220.914	Medical Insurance	\$5,330.00	\$0.00
9.1100.112.2330.220.914	Dental Insurance	\$336.00	\$0.00
9.1100.112.2340.220.914	Vision Insurance	\$24.00	\$0.00
9.1100.112.2411.220.914	Group Life Insurance	\$909.00	\$0.00
9.1100.112.2700.220.914	Workers' Compensation Insurance	\$214.00	\$0.00
9.1100.112.3000.220.914	Purchased Services (contracted services for a BCBA)	not in the budget last year	\$85,000.00
9.1100.112.5500.220.914	Travel/Professional Development	\$3,750.00	\$0.00
9.1100.112.6000.220.914	Materials and Supplies	\$2,650.00	\$1,000.00
Total Budget Autism Services		\$107,025.00	\$86,000.00

Occupational Therapy- Classroom Instruction

Account Number	Description	Budget	Budget
9.1100.112.1120.225.914	Instructional	\$389,367.00	\$397,344.00
9.1100.112.1620.225.914	Supplement	\$0.00	\$937.00
9.1100.112.2100.225.914	FICA	\$29,787.00	\$30,469.00
9.1100.112.2211.225.914	VRS	\$54,745.00	\$58,251.00
9.1100.112.2750.225.914	VRS Prof Health Credit	\$4,127.00	\$4,411.00
9.1100.112.2300.225.914	Medical Insurance	\$31,447.00	\$31,185.00
9.1100.112.2330.225.914	Dental Insurance	\$1,982.00	\$2,117.00
9.1100.112.2340.225.914	Vision Insurance	\$142.00	\$171.00
9.1100.112.2411.225.914	Group Life Insurance	\$4,633.00	\$4,689.00
9.1100.112.2700.225.914	Workers' Compensation Insurance	\$1,090.00	\$1,116.00
9.1100.112.5500.225.914	Travel/Professional Development	\$8,000.00	\$9,000.00
9.1100.112.5800.225.914	Miscellaneous-meals, lodging, dues	\$600.00	\$700.00
9.1100.112.6000.225.914	Materials and Supplies	\$10,000.00	\$11,000.00
Total Occupational Therapy Classroom Instruction		\$535,920.00	\$551,390.00

Occupational Therapy-Office of the Director

9.1410.112.1150.225.914	Clerical Support	\$20,582.00	\$23,445.00
9.1410.112.2100.225.914	FICA	\$1,574.00	\$1,794.00
9.1410.112.2211.225.914	VRS	\$2,894.00	\$3,437.00

9.1410.112.2750.225.914	VRS Prof Health Credit	\$218.00	\$261.00
9.1410.112.2300.225.914	Medical Insurance	\$5,330.00	\$4,950.00
9.1410.112.2330.225.914	Dental Insurance	\$336.00	\$336.00
9.1410.112.2340.225.914	Vision Insurance	\$24.00	\$27.00
9.1410.112.2411.225.914	Group Life Insurance	\$245.00	\$277.00
9.1410.112.2700.225.914	Workers' Compensation Insurance	\$58.00	\$66.00
Total Occupational Therapy Clerical Support		\$31,261.00	\$34,593.00

Total Budget Occupational Therapy	\$567,181.00	\$585,983.00
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Physical Therapy Services

Account Number	Description	Budget	Budget
9.1100.112.1120.226.914	Physical Therapists	\$73,366.00	\$74,247.00
9.1100.112.2100.226.914	FICA	\$5,613.00	\$5,680.00
9.1100.112.2211.226.914	VRS	\$10,315.00	\$10,399.00
9.1100.112.2750.226.914	HCC	\$778.00	\$788.00
9.1100.112.2300.226.914	Medical Insurance	\$5,330.00	\$4,277.00
9.1100.112.2330.226.914	Dental Insurance	\$336.00	\$291.00
9.1100.112.2340.226.914	Vision Insurance	\$24.00	\$24.00
9.1100.112.2411.226.914	Group Life Insurance	\$873.00	\$837.00
9.1100.112.2700.226.914	Workers' Compensation Insurance	\$205.00	\$208.00
9.1100.112.5500.226.914	Travel/Professional Development- mileage, registration costs, train	\$4,450.00	\$4,450.00
9.1100.112.6000.226.914	Materials and Supplies	\$2,800.00	\$2,800.00
Total Budget - Physical Therapy		\$104,090.00	\$104,001.00

Non Center-Based

Account Number	Description	Budget	Budget
9.1100.112.1120.299.914	Teachers	\$608,087.00	\$745,705.00
9.1100.112.1151.299.914	Teacher Assistants	\$374,429.00	\$459,920.00
9.1100.112.2800.299.914	Other Benefits	\$44,320.00	\$25,248.00
9.1100.112.1520.299.914	Substitutes	\$2,000.00	\$2,000.00
9.1100.112.1154.299.914	Speech Therapists	\$79,854.00	\$118,277.00

9.1100.112.1157.299.914	Physical Therapists	\$1,426.00	\$428.00
9.1100.112.1156.299.914	Occupational Therapists	\$57,449.00	\$47,444.00
9.1100.112.1153.299.914	Other Staff (Autism)	\$50,957.00	\$58,906.00
9.1100.112.1159.299.914	Other Staff (Interpreter)	\$37,163.00	\$30,000.00
9.1100.112.1158.299.914	Other Staff (Vision)	\$5,268.00	\$0.00
9.1100.112.2100.299.914	FICA	\$65,548.00	\$131,673.00
9.1100.112.2211.299.914	VRS	\$155,757.00	\$249,369.00
9.1100.112.2411.299.914	Group Life Insurance	\$12,930.00	\$20,520.00
9.1100.112.2750.299.914	RHCC	\$51,839.00	\$11,962.00
9.1100.112.2300.299.914	Medical Insurance	\$184,856.00	\$246,961.00
9.1100.112.2330.299.914	Dental Insurance	\$3,417.00	\$14,565.00
9.1100.112.2340.299.914	Vision Insurance	\$312.00	\$378.00
9.1100.112.2700.299.914	Workers Comp Insurance	\$2,397.00	\$1,823.00
9.1100.112.1620.299.914	Supplements	\$9,413.00	\$4,406.00
9.1100.112.2511.299.914	VLDP	\$274.00	\$347.00
9.1100.112.3000.299.914	Contract Services	\$89,000.00	\$0.00
TOTAL BUDGET- Non Center-Based		\$1,836,696.00	\$2,169,932.00
TOTAL BUDGET EXPENDITURE		\$5,391,942.00	\$5,683,682.00

6/10/2016

Agenda Report

Date: 08/01/17

Agenda Number: D-6

Attachments: Yes

From: Larry A. Massie, Acting Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Pauline F. Maloney STEP with Links Program: 2016-17 Budget

Summary/Description:

The Lynchburg City School Board serves as fiscal agent for the Pauline F. Maloney STEP with Links program. The organization's governing board has approved its 2016-17 operating budget in the amount of \$41,400, which represents an increase of \$50 over the 2015-16 fiscal year.

The Pauline F. Maloney STEP with Links program enhances academic and cultural development of minority students who are in the sixth grade and is sponsored by the Links, Inc., a national organization of professional women. The program is funded entirely through donations. Lynchburg City Schools contributes \$10,000 annually to this program.

The 2016-17 budget appears as an attachment to this agenda report.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The acting superintendent recommends that the school board authorize the school administration to act as fiscal agent for the Pauline F. Maloney STEP with Links Program and to administer the 2016-17 budget in the amount of \$41,400.00.

**Step with Links
Board Meeting Minutes & Action Items**

Date: Monday: October 17 2016

Place: Sun Trust Building Conference Room

Called to Order: 4:00 pm by Elaine Duke

Opening Remarks: Hank Hubbard

Next Meeting January 9 ,2017

Directors Present: (highlighted in yellow)

Candler, Beth	Packard, Mark
Dawson, George	Poore, Jenny
	Post, Sarah
Duke, Elaine	Reeves, Ethel
Fauber, Stuart	Schewel, Helene
Ferguson, Yvonne (Honorary)	Scruggs, Todd
Godwin-Kelly, Allison	Sorrells III, Jack
Harris, Marie (Honorary)	Stewart, Bonnie (Honorary)
Hoss, Mary Anne	Swain, Diane
Hubbard III, Hank	Swain, Dorothy
Johnson, Harriett	Tweedy, Treney
Larsen, Eric	Wilt, David
Langhorne, Arelia	Wood, R. Sackett
Neuland Ronda	Woodruff, Evelyn



Guests Present:

Charleta Mason (SWL Program Director)

Motions/Resolutions Passed by Board

Meeting minutes from the June 2016 SWL BOD meeting was approved as e-mailed (with a few corrections).
The Board approved a motion to provide up to \$250 for a printer and associated supplies
The Board also approved a motion to request Ethel Reeves' assistance in finding an office space within the schools or if she cannot accomplish this, to direct the Board to the correct person.
The Step with Links 2016- 2017 budget with \$500 addition to the food supplies and Donations categories was approved by vote of the Board (all in favor).

Action Items from Meeting:

Action Items	Individual Responsible
George Dawson volunteered to personally contact board members that have not been attending meeting to reinforce need to attend meetings	George Dawson
Hank Hubbard will talk to Bob Murphy at Skeets to see if they can make a contribution to the snack issue.	Hank Hubbard
Elaine Duke will write a thank you not to the Retail Merchants Foundation and copy Debbie Montgomery	Elaine Duke

Opening remarks were provided by Hank Hubbard and he encouraged the board to attend the XOX exhibit at Amazement Square.

Sarah Post asked for feedback on best ways to communicate meeting information and to get commitments on meeting attendance. George Dawson volunteered to personally contact board members that have not been attending meeting to reinforce need to attend meetings. Sarah Post also reviewed the minutes of the last board (June 2016) meeting and the minutes were approved with a few minor corrections.

Directors Report- Charleta Mason presented a report of the SWL activities for this school year. Key sections of the report are summarized below:

- ❖ Since our last meeting Charleta has been very busy implementing strategies identified in a report prepared for the STEP Board of Directors in April 2015 which outlined ways to increase the number of enrolled students in the STEP with Links Program.
 - 136 students were invited to participate in the program.
 - Charleta hand delivered 62 of these invitations to the students.
 - The feedback was very positive and families were happy to see the personal touch. Students were excited to see someone affiliated with their school come to their home for a positive reason and lastly for those unfamiliar with the

program it was an opportunity to briefly familiarize them and hopefully pique their interest.

- o As a follow-up, Mrs. Woodruff, Program Assistant Charmagne Scott and Ms Mason made calls to every family invited. Additionally, reminder texts were sent the day before and the day of orientation.

- o Although these strategies are labor intensive, Ms Mason believes that these efforts had a significant impact on the increased number of families that attended this year's SWL orientation held on September 14, 2016 at the Lynchburg Public Library.

- ❖ Orientation this year was a success and we welcomed over 30 families. This was a marked improvement over last year's orientation which only had 6 families attended. Several members of the Links were in attendance to welcome our families and answer questions and help ensure that families were engaged and the atmosphere was warm and friendly.

- ❖ The snack provider (White Rock Center and agent of USDA) lost their certification and they are no longer able to supply the program with free snacks. This is a tremendous impact on our budget. I have been able to arrange for snack through the LCS nutrition department. And while we are extremely appreciative for this, this option is not comparable to what we were receiving before and in my opinion it will still be necessary to supplement the snacks provided by LCS.

- ❖ Ms. Scott, our Program Assistant, resigned to accept a full-time job with LCS. The Position has been posted and we hope to interview candidates next week.

- ❖ The program began on September 27th and in anticipation of the important upcoming election our students have learned how to register to vote; have been exposed to important election related vocabulary and lastly are learning the meaning and importance of the Electoral College. Our election module will culminate with our very own SWL mock election.

- ❖ Current Numbers:

Dunbar Middle School 22 **(5- 7th graders)**

Linkhorne Middle School = **10 (4- 6th graders)**

Sandusky Middle School = 24 **(5- 7th graders)**

Total = 56

Recruitment is ongoing so if you know eligible students, please nominate them.

- Discussion during the Directors report included:

- o Ms Mason did not know why the Linkhorne numbers are historically lower than the other schools

- o Hank Hubbard will talk to Bob Murphy at Skeets to see if they can contribute to the snack issue.

- o Ms. Mason reported that we would need a \$1000 budget to help with providing adequate snacks

- Ms. Mason also reported that she lost her office at Sandusky and must use a shared classroom which is not conducive to getting her work completed. She also asked for a printer.
 - The Board approved a motion to provide up to \$250 for a printer and associated supplies
 - The Board also approved a motion to request Ethel Reeves' assistance in finding an office space within the schools or if she cannot accomplish this, to direct the Board to the correct person.
- Dorothy Swain and George Dawson complemented Ms Mason on the success of the Orientation and personally contacting the 60 students. The rest of the Board also extended their appreciation.

Finance/Budget Committee– Hank Hubbard

- Hank Hubbard, presented the Step with Links Budget 2016- 2017 , Step with Links Program Donations since June 2016 and the current Community Trust Statements for Fiscal Year (attached).
- Discussion and approval of the 2016 and 2017 Budget
 - Based on previous board discussion the snack budget was increased to \$1000 and \$500 was added to the donations category
 - The budget was approved by vote of the Board (all in favor).
- Hank reported that The Retail Merchants Foundation – donation to SWL of \$20,000 will be placed in The Greater Lynchburg Community Trust. Elaine Duke will write a thank you not to the Retail Merchants Foundation and copy Debbie Montgomery

Executive Committee Meeting

- The SWL executive committee consisting of Elaine Duke, George Dawson, Hank Hubbard and Sarah Post meet on October 13, 2016.
- With the resignation of Julie Doyle the Nominations committee needs a new Chairman and George Dawson has volunteered. The first assignment is to find nominees for the portions of Secretary and Vice Chairman. Due to personal conflicts, Sarah Post is unable to attend sufficient number of meetings to continue as Secretary. George Dawson feels that the Vice Chairman position should be filled with individuals that will provide for succession opportunities.
- If any Board is interested in either of these roles (Secretary or Vice Chairman) please contact George Dawson.
- Executive Session- Ms. Mason was excused and a short executive session was held to review and discuss any potential issue or concern with Ms. Mason new role as a member of the Lynchburg City School Board. The SWL board discussed both the potential benefits and concerns but did not believe any action was needed now, other than asking Ms. Mason to discuss any employment or potential conflicts with the SWL Board before rather than after the fact.

Acknowledgements

- Elaine Duke announced that The Links chapter will be making a \$3070 donation to the SWL from their members.

Meeting was adjourned at 5:00

The next meetings are

- January 9, 2017
- March 13, 2017
- June 12, 2017

Reports Distributed at Meeting:

- Meeting Agenda
- Board of Directors Report- October 17,2016
- Step with Links Budget 2016 - 2017
- Step with Links Program Donations as of 10/16/2016
- Current Community Trust Statements for Fiscal Year ending 6/30/17

Respectfully submitted,

Sarah Post,
SWL Board of Directors, Secretary

STEP WITH LINS BUDGET
2016-2017

<u>Expense Accounts</u>	<u>2015-2016</u>	<u>2016-2017</u>
	ESTIMATE	BUDGET
1130 -SALARIES-OTHER PROF	22,000	22,000
1151-SALRIES-INSTR AIDES	3,480	3,500
1660- BONUSES	650	650
2100- FICA	1,900	1,900
2300 – HOSP.MED.PLAN	4,600	4,700
2330 -DENTAL PLAN	250	250
3000- PURCHASED SERVICES	475	500
5200- COMMUNICATIONS	850	900
5300 – INSURANCE	425	500
5500 – TRAVEL	2,000	2,500
6000 – MAT. & SUPP.	2,500	2,500
6002 – FOOD SUPPLIES	300	500 1000 <i>MR</i>
6030 – INST. MATERIALS	-	500
TOTAL EXPENSES	39,430	40,900
REVENUES		
LCS	10,000	10,000
GLCT DISTRIBUTION	8,862	9,000
GENWORTH FOUND.	5,000	-
RETAIL MERCHANTS	1,000.	-
OTHER GRANTS/FOUND.	-	10,000
DONATIONS	6,598	11,900 + 500 <i>MR</i>
TOTAL REVENUES	31,460	40,900
NET	(7,970)	-

LYNCHBURG CITY SCHOOLS
STEP WITH LINKS

DATE - 10/17/16
TIME - 14:01:04
PROG - GNL.570
REPT - STEP WITH LINKS

October 31, 2016

ACCOUNT NUMBER / TITLE	BEGINNING BUDGET	YTD EXPENDITURES	CURRENT ENCUMBRANCES	UNENCUMBERED BALANCE
FUND 7 STEP WITH LINKS	.00	.00	.00	.00
REVENUE ACCOUNTS	.00	.00	.00	.00
REVENUE ACCOUNTS	.00	.00	.00	.00
EXPENSE ACCOUNTS	.00	4,583.35	17,416.73	22,000.08-
7.1310.202.1130.525.804 SALARIES-OTHER PROF	.00	185.37	.00	185.37-
7.1310.202.1151.525.804 SALARIES-INSTA AIDES	.00	349.68	1,274.90	1,624.58-
7.1310.202.2100.525.804 FICA	.00	953.20	3,622.16	4,575.36-
7.1310.202.2300.525.804 HMP(HOSPITAL/MEDICAL) PLAN	.00	70.00	266.00	336.00-
7.1310.202.2330.525.804 DENTAL INSURANCE	.00	5.20	19.76	24.96-
7.1310.202.2340.525.804 VISION INSURANCE	.00	106.23	300.43	406.66-
7.1310.202.5200.525.804 COMMUNICATIONS	.00	175.00	.00	175.00-
7.1310.202.5300.525.804 INSURANCE	.00	226.78	.00	226.78-
7.1310.202.6000.525.804 MATERIALS & SUPPLIES	.00	356.25	.00	356.25-
7.2110.202.3000.525.804 PURCHASED SERVICES	.00	60.00	.00	60.00-
7.2110.202.5400.525.804 LEASES & RENTALS	.00	25.00	.00	25.00-
7.2110.202.5800.525.804 MISCELLANEOUS	.00	.00	.00	.00-
EXPENSE ACCOUNTS	.00	7,096.06	22,899.98	29,996.04-
7.XXXX.XXX.XXXX.XXX.XXX STEP WITH LINKS	.00	7,096.06	22,899.98	29,996.04-
REPORT TOTAL	.00	7,096.06	22,899.98	29,996.04-

The Greater Lynchburg Community Trust
 Annual Fund Statement By Quarter
 Fiscal Year ending 6/30/17

Jim Candler Fund for the Pauline F. Maloney Step with Links Program

	9/30/16	12/31/16	3/31/17	6/30/17
Beginning Fund Value	\$ 67,347.29	\$ 69,516.28	\$ 69,339.03	\$ 69,339.03
Revenue				
Contributions	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Investments	\$ 327.35	\$ 0.00	\$ 0.00	\$ 0.00
Expenses				
Bank Fees	\$ 118.46	\$ 0.00	\$ 0.00	\$ 0.00
Operating Fees	\$ 177.25	\$ 177.25	\$ 0.00	\$ 0.00
Grants	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Realized Gain (Loss)	\$ (19.82)	\$ 0.00	\$ 0.00	\$ 0.00
Unrealized Gain (Loss)	2,157.17	0.00	\$ 0.00	\$ 0.00
Ending Fund Value	\$ 69,516.28	\$ 69,339.03	\$ 69,339.03	\$ 69,339.03

The Greater Lynchburg Community Trust
 Annual Fund Statement By Quarter
 Fiscal Year ending 6/30/17

Step with Links Fund

	9/30/16	12/31/16	3/31/17	6/30/17
Beginning Fund Value	\$ 108,082.92	\$ 134,237.87	\$ 133,959.13	\$ 133,959.13
Revenue				
Contributions	\$ 21,250.00	\$ 0.00	\$ 0.00	\$ 0.00
Investments	\$ 514.31	\$ 0.00	\$ 0.00	\$ 0.00
Expenses				
Bank Fees	\$ 170.39	\$ 0.00	\$ 0.00	\$ 0.00
Operating Fees	\$ 278.74	\$ 278.74	\$ 0.00	\$ 0.00
Grants	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Realized Gain (Loss)	\$ (305.97)	\$ 0.00	\$ 0.00	\$ 0.00
Unrealized Gain (Loss)	5,145.74	0.00	\$ 0.00	\$ 0.00
Ending Fund Value	\$ 134,237.87	\$ 133,959.13	\$ 133,959.13	\$ 133,959.13

STEP WITH LINKS PROGRAM DONATIONS

2016-2017

Contributions as of 10/16/2016

Date of Contribution	Contributor	Amount
7/18/2016	Dodson Pest Control	\$ 425.00
GRAND TOTAL		\$ 425.00
Date of Gift	Contributor	
7/15/2016	Retail Merchants Foundation - Gift made directly to the Greater Lynchburg Community Trust	\$ 21,250.00

Agenda Report

Date: 08/01/17

Agenda Number: F-1

Attachments: No

From: Michael J. Nilles, School Board Chairman

Subject: Election of the Vice Chairman of the School Board: 2017-18

Summary/Description:

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2017-18 school year. The process of reorganization requires the election of the vice chairman of the school board for 2017-18.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The school board chairman recommends that the school board elect a vice chairman of the school board for the 2017-18 school year in accordance with Section 22.1-76 of the Code of Virginia.

Agenda Report

Date: 08/01/17

Agenda Number: F-2

Attachments: No

From: Larry A. Massie, Acting Superintendent

Subject: Policy IICB-R/IICC-R Guidelines for Community Resource Persons/School Volunteers

Summary/Description:

On April 18, 2017, the Lynchburg City School Board approved changes to Policy IICB-R/IICC-R Guidelines for Community Resource Persons/School Volunteers that will allow individuals who are disqualified to volunteer in schools because of their criminal records the ability to request that the superintendent make an exception if certain conditions are met. These conditions would include that “the disqualifying conviction occurred more than five years before the date of the exception, that no conviction was for a “barrier crime” as defined in the Code of Virginia §63.2-1719, and that in the sole discretion of the superintendent the person does not present a threat to the safety or welfare of the students in the program or activity for which the exception is sought.” Further, guidelines would be established that would help the superintendent to determine if the exception would be granted.

The school administration has been working with legal counsel to develop the guidelines. The superintendent will present the guidelines to the school board during this presentation.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item.

File: IICB-R/IICC-R

Page 1

GUIDELINES FOR COMMUNITY RESOURCE PERSONS/SCHOOL VOLUNTEERS

All volunteer programs will operate under the management and supervision of the building principal *and/or his or her designee*. A School Volunteer Coordinator (SVC) will be appointed from school administrative staff by the principal to facilitate the volunteer programs. *The SVC will have the responsibility of, among other things, coordinating volunteer services for a school. This responsibility may not be delegated to a non-employee or a teacher.*

All volunteers, except coaches, must complete the Application for Volunteer Service on an annual basis. *College students participating in internship experiences, job shadowing, practicum/field experiences and student teaching must also complete the Application.* The Application is available online at <http://www.lcsedu.net/community/volunteer>. A volunteer applicant will not be allowed to volunteer during each school year until the background check is complete and they have been approved in the Raptor system. If information received from the background check of a volunteer results in a discovery that an applicant is not suitable to serve as a volunteer in Lynchburg City Schools, a letter will be sent from the Superintendent's office notifying the building principal and the potential volunteer. All volunteers serve at the discretion of the Superintendent, *and a volunteer's status may be rescinded at any time. Examples that may lead to rescinding of volunteer status include, but are not limited to, not following the Volunteer Guidelines listed in this Regulation, and conduct or behavior not aligned with the LCS mission, vision and core values.*

Except as provided below, anyone convicted of a felony offense will be disqualified from volunteer activity. Anyone convicted of a misdemeanor may be disqualified depending upon the nature of the offense and/or volunteer activity. Anyone with a founded charge of child abuse or neglect from the Department of Social Services or other equivalent agency in another state shall be disqualified from volunteer activity. A disqualified applicant shall be provided a copy of the background check by the Office of the Superintendent.

Anyone who is disqualified as a volunteer by virtue of their criminal record may then request that the Superintendent make an exception, who may grant the exception under whatever conditions he sets, if the following minimum conditions are met:

- (1) The disqualifying conviction occurred more than 5 years before the date the exception is sought and the criminal background check reflects no other significant convictions or pending charges;
- (2) No conviction or pending charge is for a "Barrier Crime" as that term is defined in Virginia Code Section 63.2-1719, *or any convictions of burglary as set out in Section 18.2-89 et seq., or equivalent offenses in any other state;*
- (3) No conviction was for a crime against a minor or was related to child abuse;
- (4) *The approval of the exception is recommended, in writing, by the Principal of the school to which the individual requests to be assigned, based on the volunteer needs of the Principal's school; and*
- (5) In the sole discretion of the Superintendent the person does not present a threat to the safety or welfare of the students in the program or activity for which the exception is sought.

File: IICB-R/IICC-R

Page 1

In considering whether the volunteer should be granted an exception based on prior convictions, the Superintendent may consider the following factors, which are not exclusive:

- (1) The severity of the crime and the circumstances surrounding the underlying acts;
- (2) Whether the crime was a crime against property or a crime against a person or persons;
- (3) Whether the crime was a violent crime or included a weapon;
- (4) If a drug conviction, the nature of the controlled substances, and whether the conviction was for use for distribution;
- (5) The number and age of the convictions;
- (6) Whether the individual is under legal restrictions or probation related to the conviction(s) at the time the exception is sought;
- (7) Whether the individual seeking the exception has demonstrated successful integration into the community such that the individual will be a positive role model for children; and
- (8) The reason that the individual wants to serve as a volunteer.

In the event a volunteer applicant is granted an exception by the Superintendent, the Superintendent may set such conditions or restrictions on the exception as he deems appropriate, such as a restriction against the volunteer chaperoning overnight trips, or being involved in volunteer activities outside of the classroom setting.

Any individual who has been granted permission to volunteer under this policy shall have an affirmative obligation to immediately report to the Office of the Superintendent any criminal charges, whether felony or misdemeanor other than a minor traffic violation, or any charge or complaint of child abuse or neglect by Child Protective Services or any law enforcement agency. The volunteer agrees that the permission to volunteer shall immediately be rescinded until the pending charges are resolved, and the individual may re-apply to volunteer at that time. Any failure to report, or any volunteer activity by the individual after such charges are placed, shall result in a permanent disqualification of the individual to serve as a volunteer.

Volunteer assistant athletic coaches, and coaches paid by third party organizations, must be screened according to the procedures for all Lynchburg City Schools employees, and not in accordance with this Regulation.

Each school must conduct an orientation appropriate to the activity for its volunteers in which the Volunteer Guidelines, the Code of Student Conduct, Policy GAB, and Regulation GAB-R Acceptable Computer System Use are reviewed in depth. Chaperones should receive an orientation before the event or trip. School Volunteer Coordinators should emphasize that these guidelines are being provided for reasons of safety, protection, and uniformity. Among other things, volunteers should understand that it is the supervising teacher who will take necessary disciplinary action against a student, and not the volunteer.

Definitions

Traditional Volunteer: any individual or group of individuals, who, of their own free will, contribute goods or services to any Lynchburg City schools without pay or regard for their own personal gain.

Regular Service Volunteer: persons working on a regular basis at scheduled times and at regularly scheduled tasks.

File: IICB-R/IICC-R

Page 1

Occasional Service Volunteer: individuals or groups of residents who provide a one time or occasional task.

School Volunteer Coordinator (SVC): a staff member from a LCS school with the responsibility, among other things, of coordinating volunteer services for a school. This responsibility may not be delegated to a non-employee or a teacher.

Volunteer Guidelines

The following responsibilities and expectations will apply to all Lynchburg City School volunteers:

1. The volunteer will operate only under the direct supervision of the principal or his/her designee.
2. The volunteer must be willing to accept direction and supervision from school staff.
3. The volunteer may provide assistance to students as directed by the appropriate school supervisor but may not do the work for the students.
4. At no time will the volunteer be alone with a student at the school or at a school-related event. There must always be an adult staff member present when the volunteer is working with children. A volunteer may never be a substitute for a staff member.
5. The volunteer must treat students with fairness, honesty, patience, and kindness.
6. The volunteer must set a good example by being courteous and respectful of students and staff.
7. The volunteer must be knowledgeable of classroom rules and practices and emergency procedures. He or she must be familiar with the Volunteer Guidelines and the Code of Student Conduct.
8. The volunteer will report discipline issues to the appropriate staff member immediately.
9. The volunteer will respect the privacy of students and school staff and will not divulge confidential information.
10. Volunteers may not bring any children with them when volunteering.
11. The volunteer agrees to follow the School Board's policy GAB & regulation GAB-R Acceptable Computer System Use.

Approved:

____ LCS

Lynchburg City Schools

Agenda Report

Date: 08/01/17

Agenda Number: F-3

Attachments: Yes

From: Larry A. Massie, Acting Superintendent
John C. McClain, Assistant Superintendent for Student Learning and Success

Subject: Agreement with the Beacon of Hope

Summary/Description:

Lynchburg City Schools and the Lynchburg Beacon of Hope have a strong partnership to support students as they aspire to dreams of colleges and careers. A copy of the Agreement with the Lynchburg Beacon of Hope appears as an attachment to this agenda report. The school administration seeks school board consideration during this presentation.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The acting superintendent recommends that the school board approve the Lynchburg Beacon of Hope Agreement and authorize the acting superintendent to sign the Agreement.

A G R E E M E N T

THIS AGREEMENT (the “Agreement”) is entered into on this 1st day of July, 2017, by and between the Lynchburg City Schools (the Division), and the Beacon of Hope Lynchburg, a Virginia nonprofit corporation (the BOH).

WHEREAS, the BOH is a program to help the Division’s students find post-secondary educational, career training, and scholarship opportunities;

WHEREAS, the BOH’s program supplements the Division’s ongoing efforts to assist its students in securing these opportunities;

WHEREAS, the Division is subject to and must comply with the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and Code of Virginia § 22.1-287, as amended; and

WHEREAS, the Division has determined that the BOH meets the criteria to be a “School Official” as identified in the Division’s annual notification of FERPA rights.

NOW, THEREFORE, the parties agree as follows:

I. Responsibilities of the BOH.

A. Training and Support Programs. The BOH will provide training and support programs from two Future Centers, one located at E.C. Glass High School and one located at Heritage High School, for high school students who need support in finding educational, career training, and scholarship opportunities. In addition, the BOH will provide college and career training and support to elementary and middle school students.

B. The BOH Staff. The BOH will provide one staff member for each Future Center (BOH Staff). The BOH will consult with the Division prior to making any personnel changes in BOH Staff assignments.

C. Background Checks. Before BOH Staff may offer services to the Division’s students under this Agreement, the BOH must first provide the Division with the results of background checks on the BOH Staff conducted at the BOH’s expense that include the following:

1. A State and National Criminal History check through the Central Criminal Records Exchange (CCRE) and the Federal Bureau of Investigation;

2. A Child Protective Services Search in Virginia. If a member of the BOH Staff resided in another state within the last five years, the BOH must take reasonable steps to determine whether that member of the BOH Staff was the subject of a founded complaint of child abuse and neglect in the relevant state(s); and
3. A Nationwide Sex Offender Registry Search.

D. Compliance with Laws and Policy. BOH Staff shall comply with all applicable federal, state and local laws and regulations and the Division's policies and regulations, including, but not limited to, those regarding the confidentiality of student records under the Family Educational Rights and Privacy Act (FERPA) and Virginia Code Section 22.1-287. In addition, BOH Staff shall not discriminate against any of the Division's students or staff members on the basis of sex, race, color, national origin, gender, ethnicity, religion, disability, ancestry, or marital or parental status.

E. Access to Student Record Information. For the purposes of this Agreement, BOH Staff are considered "School Officials" of the Division under FERPA, and may have access to the following student education records, as long as that information is necessary for BOH Staff to carry out their duties under this Agreement:

1. Student transcripts, GPAs and course schedules, through view-level access to the Division's student information system, Infinite Campus, in order to assist and advise individual students with finding and planning for post-secondary educational, career training and scholarship opportunities;
2. College Board data (AP and SAT/PSAT), through the Naviance system, in order to help individual students plan and prepare for these tests, and for college and career planning; and
3. National Student Clearinghouse data, through an add-on component of the Naviance system, in order to view and track post-secondary matriculation data to evaluate the impact of the BOH's programming and services.

In order to obtain from the Division student information not listed above, that may be necessary to assist an individual student with college applications, scholarships or other post-secondary opportunities, BOH Staff must provide the Division with a consent form, signed by the student's parent (or by the student, if the student is 18 or older), authorizing the Division's release of that information. BOH Staff then may use such data and information only for such purpose(s) set forth in the consent form.

F. Redisclosure of Student Record Information. BOH Staff may not redisclose any student education records or any student information from those records, except as follows:

1. BOH Staff may share individual student data with the student who is the subject of the records, and with the student's parents, if the student is under 18, or if the student is 18 and qualified as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
2. BOH Staff may share student information with the Division's administrators at the BOH Staff member's school assignment.
3. BOH Staff may track changes in post-secondary matriculation rates; changes in first-generation, minority, and economically-challenged students pursuing post-secondary education; changes in scholarship and financial aid applications and awards, and indicators of changes in college-going culture rates in the Division. If this data has been de-identified in a manner that conceals any information that might lead to the identification, either directly or indirectly, of an individual student, then the BOH and BOH Staff may redisclose this data for purposes related to this Agreement, including the evaluation of the BOH's programming and services as well as to seek support of and/or publicize those programs or services.

Except as set forth above, BOH Staff may not redisclose student information without a written consent form authorizing that disclosure, signed by the student's parent or by the student if the student is 18 or older, and such disclosure must comply with the terms of the consent form.

G. Return of Student Record Information. BOH Staff shall not maintain any individual student records. After receiving and using any student information for the purposes set forth in this Agreement, BOH Staff must return those records to the student, parent, or Division, as appropriate under the circumstances.

H. Collaboration on Grant Applications. If the BOH wishes to apply for any grants or other outside funding where the Division would be the primary or partner applicant, the BOH must first obtain the consent from the Division Superintendent or designee before the BOH may submit the application or request to the outside agency.

I. Subcontracts. BOH may not subcontract, in whole or in part, any of its rights or duties under this Agreement, without the prior written consent of the Division, which consent will not be unreasonably withheld, and those sub-contractor(s) shall be bound by the terms of this Agreement.

J. Data Protection and Security Breach. BOH Staff must take all reasonable steps to protect the confidentiality of any student education records and personally identifiable information they obtain from those records, or to which they have access, and must notify the Division immediately of any unauthorized disclosure of those records or information and take all reasonable steps to immediately stop the breach and prevent any further breaches.

K. Transportation of Students. The BOH Staff may not transport students without the written permission of the students' parents.

L. Removal of BOH Staff. In the event of a serious or persistent concern with an individual BOH Staff member, the Division may require the BOH to remove that BOH Staff member from his/her assignment and duties under this Agreement. The Division shall provide the BOH with advance notice, if possible and/or practicable.

M. Communication with Students, Parents, and Teachers. BOH Staff may communicate with students and teachers using email and meetings in a manner similar to that of the Division's employees at the applicable school, but must make clear to the student their role with the BOH. Before a BOH Staff member may pull a student from class for a meeting, the BOH Staff member must first meet with the appropriate school administrators at the assigned school, to determine the circumstances under which a student may be pulled from a class. BOH Staff may communicate directly with parents using email, phone, or meetings, but must make clear to parents their role with the BOH. BOH staff must ensure that their acts to support students are in collaboration with school staff and maintain roles of the counselors in areas such as course scheduling. A review of the respective roles will be a part of the meetings noted in section III.

Any mass communication (e.g. flyers, email alerts, etc.) to students and families shall be routed through the school administration in a manner similar to the process followed by the Division's employees at the applicable school. At all times, BOH staff shall maintain open and proactive communication with the Division's administrators and counselors, so that the BOH's programming and services are complementary to and supportive of those efforts of the Division's employees, to serve students and families.

N. The BOH Staff's After-Hours Access to Division Property. Each BOH Staff member shall have after-hours access to his/her assigned Future Center within limits established by the school administrator. The BOH staff member's access to the building during after-hours should be limited to their assigned space and for purposes directly related to their work, except when additional access is requested and granted through the school administrator. The BOH Staff must ensure the building is secured upon leaving and maintain a record of times that they are in the building after hours.

II. Responsibilities of the Division.

A. Office Space for Future Centers. The Division will provide BOH Staff with office space at each high schools from which they will operate the two Future Centers.

B. Access to Information. The Division will provide access to student information as noted in Article I. Section E. (Access to Student Record Information), for the purposes set forth herein.

III. Evaluation and Communication. The Division will identify one Lynchburg City Schools employee at each high school to be the main point of contact for the BOH Staff member assigned to that high school. At least twice per year, the Division point of contact, school point of contact, and the BOH Staff member for each high school will meet to together to review their respective operations at their applicable high school, under this Agreement. More frequent communications and meetings to evaluate the status of this Agreement may occur, either at the school level or division level.

IV. Independent Contractor. BOH Staff members are independent contractors of the Division, and not Division employees. The parties hereto do not intend to create an employer-employee relationship between the Division and BOH Staff under this Agreement, and this Agreement should not be construed to create an employment relationship between the BOH Staff and the Division, for any purpose.

V. Right to Audit. During the term of this Agreement and without prior notice, the Division may audit or otherwise monitor the BOH Staff members' activities with respect to student education records and personally identifiable information obtained from those records, to verify compliance with the terms of this Agreement. These activities include, but are not limited to, accessing, protecting, disclosing, and returning student education records or personally identifiable information obtained from those records.

VI. Term and Termination. This Agreement will commence as of July 1, 2017, regardless of the date of execution, and will expire at the time the BOH no longer provides its services, or the Agreement is terminated. Either party may terminate the Agreement by giving the other party written notice of termination, with a brief description of the reason(s) for the termination. Termination shall then become effective thirty (30) days after the notice is received. The BOH's failure to comply with the provisions of Article VII. Insurance would be grounds for the immediate termination of the Agreement, at the Division's option, without prior notice.

VII. Insurance. The BOH shall be responsible for its operations under this Agreement, and for all personnel, materials, equipment and property of all description used in connection therewith. The BOH shall be responsible for any direct or indirect damage or injury to the property used or employed by the BOH, its officers, agents or employees, in connection with its operations hereunder, and for any damage or injury to any person or property, wherever located, resulting from any action, omission, commission or operation under this Agreement.

The BOH shall, at its sole expense, obtain and maintain during the term of this Agreement the insurance policies listed and required herein, naming the Lynchburg City Schools as additional insured as set forth below, and must give the Division 10 days advance written notice of cancellation or modification of coverage and a binder or certificate verifying new coverage in accordance with the requirements herein prior to any change or cancellation date.

The following insurance is required:

- A. **Commercial general liability insurance** written on an occurrence basis, with an abuse and molestation endorsement, which shall insure against all claims, loss, cost, damage, expense or liability from loss of life or damage or injury to person or property arising out of the operations of the BOH, its officers, agents or employees, under this Agreement. Coverage shall include contractual liability and shall include the indemnification obligation set forth in this Agreement. The minimum limits of liability for this coverage shall be \$1 million combined single limit for any one occurrence.
- B. **Workers' compensation insurance** covering BOH's statutory obligations under the laws of the Commonwealth of Virginia and employer's liability insurance shall be maintained for all of the BOH officers, agents or employees engaged in work under this Agreement. With respect to Workers' compensation coverage, the BOH's insurance company shall waive rights of subrogation against the Division, its officers, employees, agents, volunteers and representatives.
- C. **Automobile liability insurance** shall be at least \$1 million combined single limit applicable to owned, if any, hired, or non-owned vehicles used in the performance of any work under this Agreement.
- D. **Professional liability insurance** with a minimum of liability of \$1 million.

The Lynchburg City Schools, its officers, employees and volunteers shall be named as an "additional insured" in the Automobile and General Liability policies, and it shall be stated on the Insurance Certificate that this coverage "is primary and non-contributory to any program of insurance or self-insurance that the Lynchburg City Schools may possess." The BOH shall send an actual copy of the policy and endorsement from the insurance carrier that provides this coverage OR a copy of the policy endorsement that provides blanket additional insured coverage to: LCS Department of Finance, c/o Mr. Anthony Beckles, 915 Court Street, Lynchburg, VA 24505, Phone: 434-522-3700; Fax 434-522-3774.

The BOH shall notify the Division, in writing, at least ten (10) days in advance of any change, cancellation or non-renewal of the required insurance coverage, and shall furnish the Division with a binder or certificate verifying new coverage in accordance with the requirements herein prior to any change or cancellation date. The failure of the BOH to deliver a new and valid binder or certificate verifying coverage shall result in suspension of all of the BOH's operations under this Agreement until the new certificate is furnished, and is grounds for immediate termination of the Agreement, at the Division's option, without prior notice.

Nothing contained herein shall be construed to be a waiver of the Division’s sovereign immunity under law.

VIII. Indemnification. The BOH shall indemnify, defend and hold harmless the Division, its officers, agents and employees from and against any and all losses, liabilities, claims, damages, and expenses including court costs and reasonable attorneys’ fees and costs arising from any breach of its obligations under this Agreement, as well as all claims arising from any errors, omissions, negligent acts or intentional acts of the BOH, its officers, agents, employees and volunteers.

IX. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes any prior agreement or understanding between the parties with respect to the subject matter.

X. Amendment. This Agreement may not be modified or amended except by a written agreement executed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the later date of the signatures below.

Lynchburg City Schools

Beacon of Hope

By: Larry A. Massie
Title: Acting Superintendent

By:
Title:

Agenda Report

Date: 08/01/17

Agenda Number: F-4

Attachments: No

From: Larry A. Massie, Acting Superintendent
Ben W. Copeland, Assistant Superintendent for Operations and Administration

Subject: Lynchburg City School Board Personnel Policies and Regulations

Summary/Description:

Converting the Lynchburg City School Board policies and administrative regulations to the Virginia School Board Association policies is an ongoing process. The first part of Section 5 - Personnel was reviewed by school board members at the work session held on July 11, 2017. As a result of school board review, revisions were made and a copy of the revised manual has been provided to school board members.

In addition, legal counsel has reviewed policies and regulations relative to personnel. The school administration will provide an overview of the policies and respond to questions during this presentation.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The acting superintendent recommends that the school board approve the personnel policies and regulation as presented.

Agenda Report

Date: 08/01/17

Agenda Number: F-5

Attachments: Yes

From: Michael J. Nilles, School Board Chairman

Subject: School Board Governance Norms and Protocols

Summary/Description:

The Lynchburg City School Board, through a professional development activity conducted by the Virginia School Boards Association, developed Governance Norms and Protocols, which were approved on May 3, 2016. This document, which appears as an attachment to this agenda report, provides clear guidelines and procedures for all aspects of board communication, school board meeting agenda development, interactions with the school community, professional development, and the evaluation of the superintendent and itself.

The school board will review the Governance Norms and Protocols during this presentation.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The school board chairman recommends that the school board the Lynchburg City School Board Governance Norms and Protocols.

Lynchburg City School Board

Governance Norms & Protocols

We agree to employ the following norms in all our interactions:

- **We will hear each opinion, but ultimately act as one.** We will speak candidly and courteously to each other and listen to dissenting or different viewpoints with an open mind. We will help each other to depersonalize disagreements. Once we reach a decision or compromise as a board, we will each support the will of the board in word and deed.
- **The chairman (or designee) will speak as the official voice of the board.** A single board member will not represent the board without the consent of the board, and board members making personal statements (in any format, including speeches, articles, social media posts, etc.) should clearly state that these statements are their opinion and not the position of the board.
- **We will be mindful of the different roles and responsibilities throughout the school system and maintain a focus on policy and governance.**
- **We will be aware of the different roles that we play as individuals (board member, citizen, parent, etc.).**
- **We will be focused on our work as a board and not interfere with the day-to-day operations of the school system, which is the responsibility of the superintendent.**
- **We will maintain open communication with each other, the administration, and the community-at-large.** Information shared with one board member will be shared with all members. If considerable work or time is required to generate data, the full board must endorse the request.

We agree to follow the following protocols:

<p>Developing the board agenda</p>	<p>Superintendent develops the draft agenda and provides to the chairman for review prior to distribution.</p> <p>Timing Considerations</p> <p>Step 1: The “working draft” (minus supporting documents) provided to the chairman one week prior to agenda distribution for initial feedback.</p> <p>Step 2: The draft agenda (with supporting documents) provided to the chairman one day prior to agenda distribution for final review.</p> <p>Step 3: The final agenda will be distributed to the board on the Thursday prior to the meeting.</p>
<p>Placing items on the board meeting agenda</p>	<p>Requests should be submitted to the chairman, who will then poll the board to see if there is board majority interest in adding the item to the agenda.</p> <p>Policy BDDC</p>
<p>Obtaining information or clarification about board meeting agenda items before the meeting</p>	<p>Requests for information/clarification should be directed to the superintendent. Responses will be sent to all board members.</p>
<p>Responding to staff or community complaints at board meetings</p>	<p>The board does not respond to public comment at the meetings. The chairman will send a written response/ acknowledgement.</p> <p>**Add verbal statement at the beginning of public comment clarifying that comments will not receive a verbal response at the meeting.</p>
<p>Responding to staff or community complaints outside of board meetings</p>	<p>Limit discussion, advise person of chain of communication and notify superintendent.</p>
<p>Communications between and among board members</p>	<p>1-on-1 communication. E-mail (no “reply all”). Phone calls.</p>

Communications between board members and the superintendent	<p>As appropriate, superintendent will Cc other board members when responding to requests for information by an individual board member.</p> <p>Friday Memo</p> <p>Individual calls, e-mails, meetings, as needed.</p> <p>Quarterly 1-on-1.</p>
Communications between board members and staff (including requests for information)	<p>Communication should be directed to the superintendent, who will then direct staff, as appropriate.</p> <p>Information request responses will be sent to all board members.</p>
Assignment of committee members	<p>Volunteer, by interest. If needed, chairman will assign. Seniority given to board service.</p>
Committee reporting expectations	<p>The chairman of the committee will report at each board meeting.</p>
Responding to media inquiries	<p>The chairman, or board designee, is the official media spokesperson for the board.</p>
Use of social media	<p>Board members are encouraged to share official LCS content.</p> <p>**Board members should not create/alter content regarding the division or speak/post on behalf of the board.</p> <p>**Discussion re: being Facebook friends with fellow board members.</p>
How, when and whom to notify about visiting school sites	<p>Requests for official school visits should be coordinated with the principal and superintendent Cc'd.</p>
How, when and whom to notify about volunteering in schools or at school events	<p>Board members will notify the superintendent.</p>
How, when and whom to notify about attending	<p>Encouraged. No notification required.</p>

school events (concerts, sporting events, etc.)	
Expectations for participation in professional development	In accordance with the Code of Virginia §22.1-253.13:5 (A) and (D)
Expectations for participation in meetings and conferences	In accordance with the Code of Virginia 22.1-253.13:5 (A) and (D)
When and how the board evaluates the superintendent	In accordance with the Superintendent’s Evaluation Document adopted by the Lynchburg City School board on August 20, 2013.
When and how the board conducts a self-evaluation	TBD
When and how the board monitors and updates the comprehensive plan	Official review annually at school board retreat. Ongoing use for alignment with budget, status on progress, etc.

Violation of these norms and protocols will result in the following actions:

VIOLATION 1

Through consensus, the chairman speaks with school board member.

VIOLATION 2

Through consensus, the chairman sends a letter to the school board member.

VIOLATION 3

Through consensus, the chairman reports violations to Lynchburg City Council as information for its deliberation in the re-appointment process.

VIOLATION 4

Agenda Report

Date: 08/01/17

Agenda Number: G-1

Attachments: Yes

From: Michael J. Nilles, Chairman

Subject: School Board Finance Committee

Summary/Description:

In an effort to keep school board members more informed about the school division's operating budget, the school board formed and approved a finance committee. Membership is determined by the school board chairman and includes the superintendent, the chief financial officer, and three school board members. Membership also includes the chairman and an alternate school board member, but they serve as ex-officio members. The committee meets quarterly or as needed at noon at the School Administration Building. Specific dates will be determined.

This committee assumed the responsibilities of the school division's Internal Audit Committee. That committee's purpose was to review reports from the Office of Internal Audit and to make suggestions for areas to be audited. Further, internal audits assisted officials and management in carrying out their responsibilities by appraising the effectiveness, efficiency, and accurateness of activities and programs.

Proposed membership for the committee includes:

James A. Coleman
Derek L. Polley
Katie K. Snyder
Susan D. Morrison (Alternate)

These members will serve from August 1, 2017 – June 30, 2018.

A copy of the guidelines for the finance committee appears as an attachment to this agenda report.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The chairman recommends that the school board approve the membership of the School Board Finance Committee for the period August 1, 2017 – June 30, 2018.

Finance Committee Guidelines

Purpose

The purpose of the Finance Committee is to monitor the school operating budget revenues and expenditures, to monitor the school division's fund balance, to review student enrollment reports, to review financial reports on a quarterly basis to determine if any revenue or expenditure adjustments are necessary during the fiscal year, and to review the management letter prepared as a result of the annual audit. The committee will also review reports from the Office of Internal Audit and make suggestions for areas to be audited. Internal audits assist officials and management in carrying out their responsibilities by appraising the effectiveness, efficiency, and accuracy of activities and programs.

To facilitate the Finance Committee's meetings, the agenda is divided into two sections: General Business and Other Information. The following is an example of items that might be included in those sections.

I. General Business

1. Proposed Amendments to Fiscal Management Policies
2. Review of Revenue Projections
3. Quarterly Financial Reports
4. School Operating Fund Balance
5. Student Enrollment Trends
6. Internal Audit

II. Other Information

Agenda items designated as other information do not require immediate school board action. They are presented as informational items or to inform school board members about pending issues. Those items could include changes in accounting identified by the Governmental Accounting Standards Board (GASB), changes in Virginia Retirement System costs, and/or the receipt of grants that will impact the school operating budget.

The school board chairman will appoint three committee members who shall be the sole voting members during the first regular school board meeting in August. Participants would also include the superintendent, the chief financial officer, the chairman, and an alternate school board member. The chairman and the alternate school board member will serve as ex-officio members.

The chairman of the committee will be determined by the three voting members at the committee's first meeting. The school board chairman, the alternate school board member, and the school administrators are non-voting members.

The school board will consider the following financial items during its regular business meetings:

- Capital Improvement Plan
- School Operating Budget
- Proposed Capital Improvement Projects
- Requests for Funding by Outside Agencies
- Fund Balance
- Third Quarter Adjustments

Agenda Report

Date: 08/01/17

Agenda Number: G-2

Attachments: Yes

From: Larry A. Massie , Acting Superintendent
John C. McClain, Assistant Superintendent for Student Learning and Success

Subject: Regulation JFC-R Standards of Student Conduct

Summary/Description:

Recent legislative changes with regards to bullying has required Lynchburg City Schools to update our regulation JFC-R Standards of Student Conduct. The revised language provides information about parent notification when acts of bullying occur at school and the time frame in which this notification should occur. The regulation with the revisions appears as an attachment to the agenda report.

Disposition: Action
 Information
 Action at Meeting on: 08/15/17

Recommendation:

The acting superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 15, 2017.

STANDARDS OF STUDENT CONDUCT

Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights. The standards of student conduct, a notice of the requirements of §22.1-279.3 of the Code of Virginia, 1950, as amended, and a copy of the compulsory school attendance law shall be sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of the standards of student conduct, the requirements of the Code of Virginia § 22.1-279.3, and the compulsory school attendance law shall also be sent. Parents shall be notified that by signing the statement of receipt, parents are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school shall maintain records of the signed statements.

A. The following are standards of student conduct established by the School Board for all students. The consequences of any act are determined on the basis of the facts presented in each situation in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

1. Assault and Battery

A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property.

An assault is a threat of bodily injury.

A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.

2. Attendance; Truancy

Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy P 7-15 Student Attendance)

If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

3. Bomb Threats

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.

4. Bullying

A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities. *{The principal shall notify the parent of any student involved in an alleged incident of bullying, as defined herein, of the status of any investigation within five school days of the allegation of bullying.}*

"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

5. Bus-Related Offenses

Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus. (See policy JFCC—Student Conduct on School Buses)

6. Cheating

Students are expected to perform honestly on schoolwork and tests. The following actions are prohibited:

- cheating on a test or assigned work by giving, receiving, offering and/or soliciting information
- plagiarizing by copying the language, structure, idea and/or thoughts of another
- falsifying statements on any assigned schoolwork, tests or other school documents

7. Personal Electronic Communication Devices

Students enrolled in grades 9-12 may have a personal electronic communication device (e.g. cell phone) in their possession before, during, or after the regular

hours of operation of the school day. The device may be used in non-instructional times and spaces (e.g. in hallways, cafeteria, on buses) so long as it is not disruptive and is not used to record others when there is a reasonable expectation of privacy.

Students enrolled in elementary and middle schools may have a personal electronic communication device (e.g. cell phone) in their possession. However, the devices must be turned off and remain out of sight (e.g. in a book bag or locker) throughout the regular school day. (See Policy JFCZ Personal Electronic Communication Devices)

8. Defiance of the Authority of School Personnel

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Board policies and regulations.

9. Disruptive Conduct

Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities, is prohibited.

10. Electronic Cigarettes

Students shall not possess electronic cigarettes or vaporizers on school premises, on school buses or at school sponsored activities. (See policy KGC Use of Tobacco and Electronic Cigarettes on School Premises)

11. Extortion

No student may obtain or attempt to obtain anything of value from another by using a threat of any kind.

12. Felony Charges

Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/ intervention activities.

13. Fighting

Exchanging mutual physical contact between two or more persons by pushing, shoving or hitting with or without injury is prohibited.

14. Gambling

A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property, on school buses or during any school related activity.

15. Gang Activity

Gang-related activity is not tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). (See Policy JFCE Gang Activity or Association).

16. Harassment

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. (See policy JFHA/GBA Prohibition Against Harassment and Retaliation)

17. Hazing

Students shall not engage in hazing.

Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

The principal of any school at which hazing causes bodily injury shall report the hazing to the local Commonwealth Attorney.

18. Internet Use

Students shall abide by the Lynchburg City School Division's Acceptable Computer Use Policy and Regulation. (See Policy IIBEA Acceptable Computer System Use.)

19. Laser Pointers

Students shall not have in their possession laser pointers.

20. Other Conduct

In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

21. Possession or Use of Weapons or Other Dangerous Articles

Students shall not have in their possession any firearm or other dangerous weapon or device. (See Policy JFCD Weapons in School.)

22. Profane, Obscene or Abusive Language or Conduct

Students shall not use vulgar, profane or obscene language or gestures or engage in conduct that is vulgar, profane, obscene, or disrupts the teaching and learning environment.

23. Reports of Conviction or Adjudication of Delinquency

Any student for whom the Superintendent has received a report pursuant to Va. Code § 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code § [16.1-260](#) may be suspended or expelled.

24. Stalking

Students shall not engage in a pattern of behavior that places another person in fear of serious harm.

25. Student Dress

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should conform to standards of safety and be appropriate for the learning environment. Clothing that does not meet these standards includes the following:

- Loose fitting clothing that could cause safety hazards
- Flip-flops and other footwear that are tripping hazards or injury risks
- Clothing that exposes or highlights private areas or shows an excessive amount

of bare skin

- Hats and other head coverings, unless for religious or health purposes

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parent(s)/guardian(s) of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes, or go home.

26. Theft

A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means.

27. Threats or Intimidation

Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.

28. Trespassing

Students shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

29. Use and/or Possession of Alcohol, Tobacco, Anabolic Steroids, and Other Drugs

A student shall not possess, use, or distribute any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

A student shall not attempt to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco and inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy.

The School Board may require a student who has been found in possession of, or under the influence of, drugs or alcohol in violation of School Board policy to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the division Superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

30. Vandalism

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events. When a student injures, destroys, or defaces school property, including school buses, the student and his/her parent or guardian shall be required to pay for the damage.

B. Corrective Actions

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. The facts and circumstances of each offense are considered fully in determining reasonable corrective actions.

1. Counseling
2. Admonition
3. Reprimand

4. Loss of privileges, including access to the School Division’s computer system
5. Parental conferences
6. Modification of student classroom assignment or schedule
7. Student behavior contract
8. Referral to student support services
9. Removal from class
10. Initiation of child study process
11. Referral to in-school intervention, mediation, or community service programs
12. Tasks or restrictions assigned by the principal or his designee
13. Detention after school or before school
14. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
15. Alternative Instructional Arrangement (AIA)
16. Out-of-school suspension
17. Referral to an alternative education program
18. Notification of legal authority where appropriate
19. Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored event and recommendation for expulsion for having brought a controlled substance, imitation controlled substance or marijuana onto school property or to a school sponsored activity
20. Participation in a drug, alcohol or violence intervention, prevention or treatment program.

Adopted: July 12, 2016

Legal Refs.: Code of Virginia, 1950, as amended, §§ 18.2-56, 18.2-83, 18.2-85, 18.2-87.1, 18.2-119, 18.2-308, 18.2-308.1, 18.2-308.7, 18.2-371.2, 18.2-433.1, 22.1-70.2, 22.1-78, 22.1-202, 22.1-253.13:7.C.3, 22.1-276.3, 22.1-277, 22.1-277.07:1, 22.1-277.08, 22.1-277.2, 22.1-279.1, 22.1-279.6, 22.1-280.4, 46.2-323, 46.2-334.001.

Student Code of Conduct Policy Guidelines (Virginia Board of Education January 2015).

Information Brief: Cyberbullying and School Policy (Virginia Department of Education August 2008).

Cross Refs.:	CLA	Reporting Acts of Violence and Substance Abuse
	ECAB	Vandalism
	GAB/IIBEA	Acceptable Computer System Use
	GAB-R/IIBEA-R	Acceptable Computer System Use Regulation

GBECA	Electronic Cigarettes
IEA	Pledge of Allegiance
IGAG	Teaching About Drugs, Alcohol and Tobacco
JED	Student Absences/Excuses/Dismissals
JFC	Student Conduct
JFCC	Student Conduct on School Buses
JFCD	Weapons in School
JFCE	Gang Activity or Association
JFCF	Drugs in School
JFHA/GBA	Prohibition Against Harassment and Retaliation
JGA	Corporal Punishment
JGD/JGE	Student Suspension/Expulsion
JGDA	Disciplining Students with Disabilities
JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
JHCD	Administering Medicines to Students
JN	Student Fees, Fines and Charges